

ACRL Academic Library Trends and Statistics Annual Survey

# Instructions & Definitions

2025



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## Introduction

The ACRL Academic Library Trends and Statistics Survey is administered annually 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 United States. The survey collects data on the following topics: staffing, materials and operations expenses, library collections, library services and institutional and library characteristics.

The 2025 ACRL Academic Library Trends and Statistics Survey is composed of three parts, including:

- The [IPEDS Academic Libraries Component](#). Every institution of higher education receiving federal funding must respond to the IPEDS survey. Since 2015 the ACRL survey has incorporated all questions, instructions, and definitions that are part of the Academic Libraries Component. Responses to these questions can be downloaded and transmitted to your IPEDS institutional keyholder.
- Selected questions about academic libraries were part of the NCES Academic Library Survey (from 2000-2012).
- A short trends questionnaire developed by the Academic Library Trends and Statistics Editorial Board. The 2025 trends survey focuses on Artificial Intelligence (AI) in libraries.



## Where will the reported data appear?

Data collected through the ACRL Academic Library Trends and Statistics Survey will be available at the institution and summary levels. Full access to the 2025 results will be available within six months after the survey closes through a subscription to [ACRL Benchmark](#) (a data visualization and benchmarking platform). Aggregate survey results will be available to all participating libraries via ACRL Benchmark within a few months after the submission deadline. ACRL will also publish a report that will be freely available.

## Why should my library participate in this survey?

Collecting the requested data enables academic libraries to develop a thorough and systematic overview of their investments and contributions.

Contributing to the ACRL data collection can reduce the burden of responding to both the IPEDS Academic Library Component and the ACRL annual survey. We encourage all academic libraries to complete and submit the ACRL survey first so that participants can download a properly formatted file suitable for submitting the required IPEDS ALC responses (excluding notes/annotations) by the authorized institutional keyholder (or a library staff member designated by the authorized institutional keyholder).

Moreover, the ACRL survey is the largest of its kind, offering the most comprehensive picture of the impact academic libraries in the U.S. The data facilitates effective benchmarking, assessment of impact over time, tracking of new trends, and demonstration of the value of academic libraries. We hope every academic library that submits data to IPEDS as part of their federal requirement will submit the same data to ACRL to ensure our survey results are more representative of and more beneficial to the academic library community. The survey reflects the input of academic librarians from all types of academic libraries. The ACRL Academic Library Trends and Statistics Survey Editorial Board will review all suggestions received in this year's survey.

## General Instructions

### Submission Website

<https://librarybenchmark.org>

If you have any questions regarding access to or submission of the survey, please contact the ACRL survey administrator via email at [acrlbenchmark@ala.org](mailto:acrlbenchmark@ala.org).

### Reporting Period Covered

Report all data for fiscal year (FY) 2025. Fiscal year 2025 is defined as the most recent 12-month period that ends before October 1, 2025, that corresponds to the institution's fiscal year.



## General Instructions

Please respond to each item in this survey. **If the appropriate answer for an item is zero or none, use "0."** **If a material, service, or funding is not provided or not applicable or not measurable, leave the item blank.** Please do not enter negative values.

Members on the ACRL Academic Library Trends and Statistics Survey Editorial Board recognize and acknowledge that differences in internal workflows in academic libraries result 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 notes/annotations accordingly.

While we encourage all institutions to complete as much of the survey as they can to provide the clearest picture of the state of academic libraries in the US, we understand that not all institutions have the time or resources to do so. **For your survey to be considered complete, you will only need to respond to the questions marked with an asterisk on the survey.** These questions align with the IPEDS Academic Library Component.

## Changes to Reporting for 2024-2025

- Reordered interlibrary loan questions to make it easier for users to respond.

## Adding Notes

Add any significant, measure-specific data notes in the comment boxes provided. Suggestions for changes or additions to the survey are welcome and can be reported in a special comment field toward the end of the survey.

## Reporting Units

Include data for the main or central academic library and all branch and independent libraries (including archives and special collections) that were open all or part of the fiscal year 2025.

For U.S. IPEDS institutions, data should be reported consistently with the institution's IPEDS Unit ID. Data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus. Libraries on branch campuses which have separate IPEDS Unit IDs are reported as separate libraries.

## IPEDS Academic Library Component

2024-25 was the last reporting year for the IPEDS ALC (for FY 2024 data). As academic libraries will no longer have that comprehensive, national data, we do believe it is more important than ever for libraries to report to the ACRL Trends & Statistics Survey.



The questions included in the IPEDS ALC have been part of the ACRL survey since 2015 and will continue to be included on the ACRL survey moving forward. We are doing our best to ensure ACRL can continue to provide high-quality data to support library peer comparisons and assessment and hope your library will participate in the survey this year.

The table below shows alignment between questions on the IPEDS Academic Libraries component and the ACRL Trends & Statistics Survey. All questions on the ACRL survey that also appear on IPEDS are marked with an asterisk (\*) in this instructions document and in the survey form.

| ACRL Trends & Statistics Survey   |   | IPEDS Academic Library Component           |  |
|-----------------------------------|---|--|--|
| Survey section                    | Question  | Survey section                             | Question   |
| Library Collections               | 40. Physical Books (title count)  | Section I. Library Collections/Circulation | Books  |
|                                   | 42A. Physical Media   |  | Media  |
|                                   | 43A. Physical Serials   |  | Serials  |
|                                   | 44A. Total Physical Collection  |  | Physical (total)   |
|                                   | 40B. Digital/Electronic Books (title count)                             |  | Books  |
|                                   | 41B. Digital/Electronic Databases                                       |  | Databases  |
|                                   | 42B. Digital/Electronic Media   |  | Media  |
|                                   | 43B. Digital/Electronic Serials   |  | Serials  |
|                                   | 44B. Total Digital Collection   |  | Digital/electronic (total)   |
| Library Services                  | 60. Total Physical Circulation  | Section I. Library Collections/Circulation | Library circulation (physical)                                     |
|                                   | 61C. Total Digital Circulation  |  | Library circulation (digital/electronic)                           |
|                                   | 62. Total Usage (Physical and Digital Circulation)                      |  | Total circulation  |
|                                   | 80. Does your institution have interlibrary loan services?              | Section I. Interlibrary Loan Services      | Does your institution have Interlibrary Loan Services?             |
|                                   | 81c. Total interlibrary loans and documents provided to other libraries |  | Total interlibrary loans and documents provided to other libraries |
|                                   | 82d. Total interlibrary loans and documents received                    |  | Total interlibrary loans and documents received                    |
| Staffing Types, FTEs and Expenses | 1A. Librarians # of FTEs  | Section I. Library Staff                   | Librarians (FTE)   |
|                                   | 2A. Other professional staff # of FTEs                                  |  | Other Professional Staff (FTE)                                     |



|   |  |  |  |
|---|--|--|--|
|   | 4A. All Other Paid Staff (Except Student Assistants) # of FTEs         |  | All Other Paid Staff (Except Student Assistants) (FTE)                           |
|   | 5A. Student assistants # of FTEs                                       |  | Student Assistants (FTE)   |
|   | 6A. Total # of Staff FTEs  |  | Total staff (FTE)  |
| Library Characteristics   | 68. Indicate the number of branch and independent libraries            | Section II. Branch and independent libraries | Number of branch and independent libraries (exclude the main or central library) |
| Staffing Types, FTEs and Expenses                                     | 6B. Total salaries and wages (excluding fringe)                        | Section II. Expenses                         | Total salaries and wages for library staff                                       |
|   | 8. Are staff fringe benefits paid from the library budget?             |  | Are staff fringe benefits paid out of the library budget?                        |
|   | 9. Staff fringe benefits IF paid from the library budget               |  | Total fringe benefits (if paid out of the library budget)                        |
| Expenses (Exclude Staff)  | 20. One-time purchases of books, serial backfiles, and other materials |  | One-time purchases of books, serial back-files, and other materials              |
|   | 21. Ongoing commitments to subscriptions                               |  | Ongoing commitments to subscriptions   |
|   | 22. All other materials/services costs                                 |  | All other materials/services costs   |
|   | 23. Total materials/services expenses                                  |  | Total materials/services expenses  |
|   | 24. Preservation services  |  | Preservation services  |
|   | 25. All other operations and maintenance expenses                      |  | All other operations and maintenance expenses                                    |
|   | 26. Total operations and maintenance expenses                          |  | Total operations and maintenance expenses  |
|   | 30. Total expenditures from all identifiable sources, includes fringe  | Total expenses                               |  |
| 31. Total expenditures from all identifiable sources, excludes fringe | Total expenses (minus Fringe Benefits)                                 |  |  |

## Where to Get Help with Reporting

If you have any questions regarding the survey instrument or the instructions, please contact the ACRL survey administrator via email at [acrlbenchmark@ala.org](mailto:acrlbenchmark@ala.org). ACRL also provides additional online assistance under the **Resources** tab in Benchmark.



## Notes for Library Consortia

For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case.

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established within IPEDS if certain criteria are met. Parent/child relationships can be established for institutions if: (1) the child institution is in the same institutional control as the parent, and (2) the child institution is not set up to report its own academic libraries expenses or collections data. Once a parent/child relationship has been established, the parent institution will report all data for the child institution. Shared resources are to be reported at the system level. Data should be reported to ACRL consistent with how it is reported to IPEDS in these cases.

## Library Characteristics

### Reporting Structure

To facilitate accurate benchmarking of the ACRL survey data, please indicate if the data you are submitting includes information about either a law and/or medical library.

**0A. Does the data you are reporting include a law library?**

**0B. Does the data you are reporting include a medical library?**

### Branch/Independent Libraries

#### **\*68. Number of Branch and Independent Libraries**

Report the number of branch and independent libraries at your institution that were providing services all or part of fiscal year 2025. EXCLUDE THE MAIN OR CENTRAL LIBRARY.

Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.



Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university. Libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries. *Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.*

Departmental study/reading rooms are not included.

NOTE: For schools in parent/child relationships, do not report the child institutions as branch libraries. However, if the child institutions have branches, the parent institution should report the combined branch libraries for itself and child institutions.

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

## Gate Counts

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

Report an unduplicated count of hours a library facility or facilities are open in a typical week, including the main library and branches, using the following method: If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during these hours, the figure remains 40 hours per week.

Should Branch A also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If Branch B is open the same hours on the same evening, the count is still 42, but if Branch B is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. [NISO 39.7-2013, section 7.2, wording modified]

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

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

### 79a. Gate Count on an Annual Basis



Report the number of entries to the library facilities on an annual basis and/or in a typical week, whichever is easier for the respondent. If the library does not count entries on an annual basis or for a typical week before the coronavirus pandemic, please enter N/A in the appropriate block (either lines 79a or 79b) or in both blocks.

Report the number of entries to the library facilities in the past fiscal year on line 79a. Fiscal year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

If the library has two or more physical spaces, and one does not use gate counts but conducts an hourly head count, include the head count in the count on line 79a and include a note: " XX% percent of the gate count represents head counts done hourly at (# of libraries) library-managed and library-staffed location(s) open XX hours a week."

### 79c. Gate Count in a Typical Week (If Available)

Report the number of persons who physically enter library facilities in a typical week. 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]

## Staffing Types, FTEs, and Expenses

### \*1A-6A. Staffing Types and FTEs

#### Definitions:

- **Librarians:** Librarians are professional staff as defined by NISO: Staff members doing work that requires professional education in the theoretical and scientific aspects of librarianship, archives, or information studies. [NISO 39.7-2013, section 3.4]
- **Other professional staff:** Other professional staff are staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., computer sciences, business administration, education). [NISO 39.7-2013, section 3.4]
- **All other paid staff (except student assistants):** All other paid staff are staff members whose position descriptions do not require formal qualification (or equivalent combination of training and experience) in librarianship, archives, information studies, or other relevant specialization, and they are not included elsewhere. [modified from NISO 39.7-2013, section 3.3]



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

**Census Date:** Report the number of filled or temporarily vacant FTE positions assigned to the library as of your institution's census date or November 1 of the fiscal year.

**Computing FTEs for part-time staff:** To compute FTEs for part-time employees and student assistants, take the total number of hours worked during a typical week during the academic year by part-time employees in each category as of November 1 of the fiscal year and divide it by the number of hours considered by the reporting library to be a typical full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per typical full-time week equals 1.50 FTE). Data should be reported to two decimal places.

**Additional guidance:** Report FTEs supported from the library budget. However, if known, if significant, and if specifically for library business, include FTEs funded from sources outside of the library 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 includes or excludes them.

We understand that many institutions may be using SOC Codes, which do not map clearly onto the NISO definitions. We recommend reviewing and aligning the data for best comparisons with other institutions

## 1B-6B. Staffing Expenses

This section covers questions **1B-6B**.

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.

If reporting salaries and wages by staffing type would expose an employee's salary and wage information, please know you are not required to report a single employee's salary and wages. Provide a comment for any fields left blank (01B, 02B, 04B, and/or 05B) noting that employee salary and wages are not being reported to protect confidentiality. If you choose to export your IPEDS Academic Library Component data after you have completed the survey, only total FTE staff (Q06A) and total FTE salary and wage information (Q06B) are reported, so respondents will need add any missing salary data to the total before sending the file to their institutional keyholder.



If you omit salary and wage information for any staff category, be sure to enter the total FTE count on the appropriate line (1A, 2A, 4A, or 5A).

**\*Question 6B** Total Salaries and Wages (excluding fringe) is the sum of 1B, 2B, 4B, and 5B. This line will be calculated automatically for you.

### **\*8. Are Staff Fringe Benefits Paid from the Library Budget?**

If benefits are paid from the library budget, select **"Yes"** and report the amount. If benefits are not paid from the library budget, select **"No."**

### **\*9. Staff Fringe Benefits (If Paid from the 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").

Registration and travel expenses for staff to attend conferences or professional development events should be counted as operations and maintenance expenses.

## **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, 2025. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources, e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. The exception is fringe benefits -- report fringe benefits only IF paid from the library budget. Include any library-related expenses that are covered by Higher Education Emergency Relief Act (HEERF) grants funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and American Rescue Plan (ARP) Act in the appropriate expense sections.

All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. If you enter decimals, your responses will not be correctly formatted in the IPEDS Academic Library Component file export. Exclude expenses for new buildings and building renovation.



## Materials Expenses

### **\*20. One-Time Purchases of Books, Serial Back-Files, and Other Materials**

Provide the cost of one-time purchases of books, serial backfiles, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent access rights have been acquired. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. These costs should be reported under “Other Operations and Maintenance Expenses.” See the FAQ following the instructions for more information on this topic.

#### **20a. One-time purchases of E-books (If Available)**

Report the library’s one-time expenses for e-books in the e-books block only if the library can identify these expenses separately (question **20a**).

E-book expenses should be included in the space labeled “One-time purchases of books, serial back-files, and other materials.” Any expenses for e-books reported in **20a** will not be included in “Total Materials/Services Expenses.” One-time expenses for e-books are included as an informational data point only.

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

Do not report funds in deposit accounts as expenditures until the library receives something from the deposit. Counting the deposit as an expenditure and then counting the actual expenditure from the deposit will inflate reported expenditures. This survey considers only expenditures related to actual acquisitions.

### **\*21. Ongoing Commitments to Subscriptions**

Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Government documents received serially are included if they are accessible through the library’s catalog or discovery system.

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



Do not include fees for subscriptions received through a consortium unless those costs can be separated out from other membership costs. See the FAQ following the instructions for more information on this topic.

### 21a. Ongoing expenses for E-books (If Available)

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

**Additional guidance:** Include annual access fees for e-book platforms if possible/practicable.

E-book expenses should be reported in the space labeled "Ongoing commitments to subscriptions." Any expenses for e-books reported on this line will not be included in question **23** ("Total materials/services expenses"). Ongoing expenses for e-books are included as an informational data point only.

### 21b. E-Journals (If Available)

Report the library's ongoing expenses for e-journals in **21b** only if the library can identify these expenses separately. Include the cost for databases that are primarily comprised of e-journals.

These e-journals expenses should be included in **21b** "Ongoing commitments to subscriptions." Any expenses for e-journals reported here will not be included in question **23** ("Total materials/services expenses"). Ongoing expenses for e-journals are included as an informational data point only.

### \*22. All Other Materials/Services Costs

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

- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility
- Costs associated with pay-per-view journal article transactions.
- Fees expended for short-term loans as part of a demand-driven acquisition (DDA) or patron-driven acquisition (PDA) program.
- Other expenses for information resources including copyright fees and one-time fees for database searches
- Costs for bibliographic management systems (e.g., RefWorks, EndNote) if provided through the library's budget for students and faculty. This survey views these products as information resource management tools.
- If interlibrary loan (ILL) is included as an expense with bibliographic utilities, but the costs cannot be separated out, include those costs only with the bibliographic utility expenses in question **25**.



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

**Do not include** expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery.

### **\*23. Total Materials/Services Expenses**

This is the sum of questions 20, 21, and 22. This line will automatically be calculated for you.

## **Operations and Maintenance Expenses**

### **\*24. Preservation Services**

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

### **\*25. All Other Operations and Maintenance Expenses**

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

- Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks, and consortia, excluding any materials expenditures that can be separated out from other membership costs. See the FAQ following the instructions for more guidance on this topic.
- Report other expenses for digital infrastructure, such as Digital Commons/Bepress, Aviar, LUNA, Ex Libris Alma/Primo and CONTENTdm.
- If interlibrary loan (ILL) fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan (ILL) costs here as part of the cost for the bibliographic utilities. If interlibrary loan (ILL) fees paid to bibliographic utilities can be separated out, also report those interlibrary loan (ILL) costs in question **22**.
- All other operating and maintenance expenses. Report all other expenses from the library budget not already reported. Include:
  - Any related maintenance costs



- Registration and travel expenses for staff to attend conferences or professional development events
- All expenses for furniture, equipment, or renovations. (Renovations involve restoring an area to a previous state and are usually funded by the library rather than external sources.)
- Fees for professional services (e.g., consultants).
- Ongoing expenses for electronic/digital materials or database purchased through a set annual consortium fee

**Exclude** expenses for new buildings and building remodeling. (Remodeling involves creating something new and likely requires the use of campus funds.)

### **\*26. Total Operations and Maintenance Expenses**

This is the sum of questions 24 and 24. This line will automatically be calculated for you.

## **Total Expenditures from All Identifiable Sources**

### **27. Are Expenses Reported in Canadian Dollars?**

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

### **\*30. & 31. Total Expenses with and without Fringe Benefits**

Question 30, total expenditures from all identifiable sources *including fringe*, is the sum of 6B total salaries and wages, 9 staff fringe benefits, 23 total materials/services expenses, and 26 total operations and maintenance expenses. This line will automatically be calculated for you.

Question 31, total expenditures from all identifiable sources *excluding fringe*, is the sum of 6B total salaries and wages, 23 total materials/services expenses, and 26 total operations and maintenance expenses. This line will automatically be calculated for you. If fringe benefits are *not* paid out of the library budget, questions 30 and 31 should be the same amount.

## **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 2025.

Count only those materials that are considered part of your collection. Include only items that are cataloged and/or searchable through the library catalog or discovery system (the cataloging level does not matter).



Collections comprise documents held locally and remote resources for which permanent or temporary access rights have been acquired.

Include any open access titles searchable through the library's catalog or discovery system, but do not count titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item, and it is accessible under current copyright law.

Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems. Access rights may be acquired by the library itself, by a consortium, and/or through external funding.

Include government documents that are cataloged and/or searchable through the library catalog or discovery system.

Interlibrary lending and document delivery are excluded from the collection.

## 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. Cataloging level does not matter.
- **Database:** A database is a collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic.
- **Discovery System:** A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at <http://librarytechnology.org/discovery>.
- **Government documents:** Materials created by local, state, regional, federal, and international governments that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved.



- **Microforms:** Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.
- **Title:** The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts. Titles are defined according to the Anglo- American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title. [NISO Z39.7-2013 4-Collections]

## Physical

### \*40. Physical Books (Title Count)

Report physical book **titles** owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Exclude serials, microforms, maps, nonprint materials, and uncatalogued items.

Include music scores if searchable by title through the library catalog or discovery system.

Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved. Cataloged includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs or discovery system. Government documents include local, state, regional, federal, and international.

### 40a. Physical Books (Volume Count)

Although IPEDS discontinued the reporting of physical volume counts in 2016, ACRL understands that there is trend analysis value for this long-standing measure. Therefore, if available:

Report the number of volumes using the ANSI/NISO Z39.7-2013 (section 4) definition for volume, which is as follows:

“A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the issues that would be bound together if the library bound all serials.”

### Additional guidance:



- Include duplicate copies, bound serial volumes, and music scores.
- For the purposes of the ACRL survey, unclassified bound serials arranged in alphabetical order are considered classified.
- Include all government document volumes if individual titles are searchable through the library's catalog or discovery system regardless of whether they are shelved separately. The term "classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers.
- Exclude microfilms, maps, nonprint materials, and uncatalogued items.

The count reported for question **40a** will not be included in question **44** (Total Physical Collections) because that sum reflects the title count only.

### **\*42A. Physical Media**

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

#### **Additional guidance:**

- IPEDS and ACRL consider physical media to include formats beyond audio and visual resources. For example, IPEDS identifies microforms as physical media rather than physical books. Maps in print are also counted in this section as physical media rather than physical books. Microforms and maps are specifically excluded from the physical books count in question **40**.
- Count microform titles, not the number microfilm roll boxes.
- If your library has media serials, do not include them here but do include them in the serials title count.
- If a media title is broken into two containers for circulation purposes, count it as one title under physical media collection.
- Microforms are photographic reproductions of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms include roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.
- Cartographic materials represent in whole or in part the earth or any celestial body at any scale (e.g., maps and charts).
- Graphic materials are defined as: "Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures, radiographs, slides, and collections of such materials." [NISO Z39.7-2013, section 4.6]

### **\*43A. Physical Serials**

Report the number of current and ceased physical serial titles that are accessible through the library's catalog or discovery system. A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes, in any physical



format, periodicals, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

Report serial **titles**, not subscriptions.

If possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog or discovery system.

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

#### **\*44A. Total Physical Collection**

This question is the sum of 40 books physical (title count), 42A media physical, and 43A serials physical. This line will automatically be calculated for you.

## **Digital/Electronic**

#### **\*40B. Digital/Electronic Books (title count)**

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and considered analogous to a printed book (monograph). Report the number at the administrative entity level. Do not duplicate unit count for each branch.

#### **Include:**

- E-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.
- E-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title.
- Government documents, locally digitized electronic books, electronic theses, and dissertations.
- Digital music scores if searchable by title through the library catalog or discovery system.
- Open access titles if the individual titles are searchable through the library's catalog or discovery system.

#### **Exclude:**

- E-book titles from HathiTrust, Center for Research Libraries, Internet Archive, Project Gutenberg, Directory of Open Access Journals (DOAJ), Directory of Open Access Repositories (OpenDOAR), and similar collections unless the library owns the digitized title, and it is accessible under current copyright law.



- E-book titles from demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections unless they have been purchased by the library.

**Additional guidance:**

- Count each e-book title as a single title, regardless of the number of user seats associated with it.
- If possible, do not report duplicate titles even if the titles are in two or more databases or services. Report the titles based upon the cataloged bibliographic record rather than holdings records attached to the bibliographic record.
- E-book titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.
- A dissertation database (such as ProQuest Dissertations & Theses Database) is reported as a database.

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then count the number of digital/electronic usage for your library only. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1200 e-books that are shared across all members of the consortium, then your library should count the 1200 titles as part of its e-book collection.

**\*41B. Digital/Electronic Databases**

Report the total number of licensed digital/electronic databases in your collection if there is bibliographic or discovery access at the database level. Each database is counted individually even if access to several databases is supported through the same vendor interface.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, or texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with intent and relate to a defined topic.

Do include databases that only allow access to abstracts. Do not include discovery systems in the count of databases. Do not include "individual releases" such as annual updates of content or the migration of the user interface to the next vendor-release (i.e., interface version 3.0 replaces version 2.0) as separate databases.

**Additional guidance:**

- Include open access databases if they are searchable through the library's catalog or discovery system.
- Consider a resource a database if the user links to the content as a whole and then selects individual resources within the database that best serves their needs.
- Include e-book databases but also report the individual e-book titles within the database separately under question **40b** (Digital/Electronic Books).
- Include e-journal databases but also report the individual e-journal titles within the database separately under question **43B** (Digital/Electronic Serials).



### **\*42B. Digital/Electronic Media**

Report titles of e-media materials owned or leased by the library if the individual titles are cataloged and/or searchable through the library catalog or discovery system. E-media materials are media materials that are in digital format and are available for download or streaming (e.g., report titles from Films on Demand or Alexander Street Press).

Include digital graphic materials and cartographic materials. Include e-media titles in aggregated sets in which the library selected the aggregator even if not each individual title.

Report the number at the administrative entity level; do not duplicate unit count for each branch.

Do not count image databases (Artstor, AP Photo Archive) in this category as these resources should be counted as databases. Do not include titles generated by demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections unless they have been purchased or leased by the library.

#### **Additional guidance:**

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

### **\*43B. Digital/Electronic Serials**

Report the number of current and ceased e-serial titles that are accessible through the library's catalog, discovery system or other technical means.

An e-serial is a periodical publication issued in successive parts bearing numerical or chronological designations, is intended to be continued indefinitely, and is published in digital form to be displayed on a computer screen in any medium. This definition includes digital and digitized periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

If possible,

- report the count of only those de-duplicated or otherwise unique e-serial titles.
- include ceased electronic serial titles.
- do not count earlier title changes; however, do not worry about removing them if it is not possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals. Note: EBSCO's discovery service provides the total number of serial titles in the A-Z list.



Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, but do not count e-serial titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item, and it is accessible under current copyright law.

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

#### **\*44B. Total Digital/Electronic Collection**

This question is the sum of 40B books digital/electronic, 41B databases digital/electronic, 42B media digital /electronic, and 43B digital/electronic serials. This line will automatically be calculated for you.

## **Institutional Repositories**

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

#### **Additional guidance:**

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

## **50. Digital Items Held in Institutional Repositories**

Report the total number of items held in the library's hosted or administered institutional repositories. Include all items whether created by library staff, faculty, students, college staff, or other guests. If your library does not have an institutional repository, leave the field blank.



## 51. Digital Item Usage from Institutional Repositories

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

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

## Library Services

### Library Circulation/Usage

#### \*60. Total Physical Circulation

Report the total number of times physical items are checked out from the general and reserve collections. See the FAQ “Usage” section for more detailed information on how to report the circulation of materials in archives and special collections.

#### Include:

- Initial checkouts only (circulation), not renewals.
- Transactions of books, media, and serials.
- Circulation of electronic reading devices (e.g., Kindles) if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.

#### Exclude:

- Interlibrary loan lending and borrowing
- Transactions of equipment or computers
- In-house circulation (items that library personnel pick up from tables and carrels and then scan to track in-house use).

#### 61A. Total E-book & E-media Usage

Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include institutional repository documents.

Include usage for **e-books and e-media titles only**, even if the title was purchased as part of a database. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections



until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation.

Report usage of digital/electronic titles whether viewed, downloaded, or streamed.

**Include:**

- Usage for e-books and e-media titles only.
- Titles even if they were purchased as part of a collection or database.

**Exclude:**

- E-serials and institutional repository documents, which are reported separately.
- Usage of titles in demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections until they have been purchased or leased by the library.
- Transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation."

Most vendors will provide usage statistics in COUNTER reports. As of May 2023, [Release 5.1 became the current Code of Practice](#) (see [Project COUNTER Release 5.1 Friendly Guide](#)). *In cases where vendors do not provide current COUNTER 5 reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.)*

Relevant COUNTER Release 5.1 reports for e-books are: TR\_B1: Book Requests. As to the COUNTER 5.1 metric type for e-books, report "unique title requests." For e-media, use IR\_M1: Multimedia Item Requests, report metric type for "total\_item\_requests" is the most relevant.

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

**Additional guidance:**

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



## 61B. E-serials Usage

Report usage of e-serial titles whether viewed, downloaded, or streamed. Include usage for e-serial titles only, even if the title was purchased as part of a database. Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7] If available, include the count for open access e-journal usage if the title is accessible through the library's catalog or discovery system.

Most vendors will provide usage statistics in COUNTER reports. As of May 2023, [Release 5.1 became the current Code of Practice](#) (see [Project COUNTER Release 5.1 Friendly Guide](#)). *In cases where vendors do not provide current COUNTER 5 reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.)*

Libraries may need to ask vendors for e-serial usage reports. Reports may not be delivered automatically or in easily understood formats by the vendor to the library. Most vendors will provide usage statistics in COUNTER Release 5.1 reports. Start with TR\_J1 (COUNTER 5.1) and add OA if discoverable/available. Also, please add a note if the OA counts were manually added. For the metric type, report "unique item requests."

### Applicable COUNTER Release 5.1 definitions:

- **Article:** An article from a journal, or an article available as a standalone piece of content (e.g. in an institutional repository) either as a preprint, an author accepted manuscript, a version of record, or another article version as defined by NISO RP-8-2008, Journal Article Versions. An article is complete, but usually cites other relevant published works in its list of references, if it has one.
- **Database:** A collection of electronically stored data or unit records (facts, bibliographic data, texts) with a common user interface and software for the retrieval and manipulation of data (NISO)
- **Full-Text Article:** The complete text - including all references, figures, and tables - of an article, plus links to any supplementary material published with it.
- **Open access:** At the time of the Request or Investigation the content item was available to all users on this platform, regardless of authorization status, under an open access model. Open applies where the content provider asserts that the content is open access, irrespective of the license associated with the content item (that is, while the content item may be under a Creative Commons license this is not essential). Open content items may be in hybrid or fully open access publications. Open content items may have been Open from the day of publication, or after expiry of an embargo, but it is not intended to return to Controlled status.

### Additional guidelines:

- Record usage at the article level when possible.
- In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.) and make a note.



- Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7]
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics.
- Add notes as appropriate.

The use of resources such as the *New York Times*, *Wall Street Journal*, *Chronicle of Higher Education*, etc., is considered database (not journal) usage, and since there are no COUNTER 5 TR\_J1 reports available for these resources, please do not report in **61B**.

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

#### **\*61C. Total Digital Circulation**

This is the sum of 61A e-book and e-media usage and 61B e-serials usage. This will automatically be calculated for you.

#### **\*62. Total Usage (Physical and Digital Circulation)**

This is the sum of 60 total physical circulation, 61A e-book and e-media usage, and 61B e-serials usage. This will automatically be calculated for you.

## **Information Services to Individuals**

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

Resources include printed, online, and non-printed materials, e-resources and databases (including assistance with computer searching), the library's own catalogs and holdings records, equipment, and software for (digital) academic projects, other libraries and institutions through communication or referral, and persons both inside and outside the library. [modified from NISO Z39.7-2013, section 7.3]

If separate counts are not available for transactions (question 64) and consultations (question 65), report the total number of information services to individuals as transactions on line 64, and make a note.

### **64. Transactions**

Transactions include walk-ups in person at a service point and interactions conducted by phone, e-mail, Web interface, or other medium. Include information and referral services.



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

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

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

## 65. Consultations

Consultations are one-on-one or small group appointments that are often scheduled in advance, occur outside of the classroom or a service point, and require staff preparation or equivalent previous relevant experience. Include interactions that took place in person or were conducted by phone, e-mail, Web interface, or other medium. Include appointments made with staff for archives and special collections. This may include any walk-up transactions if the person initially asked could not answer the question and the question is referred to another person with the appropriate and aligned knowledge, no matter what the length or topic discussed.

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

## 66. Transactions and Consultations if unable to report separately

If reference transactions and consultations cannot be reported separately, enter the total in line **66**. Do not report here if you can report in questions 64 and 65.

## 67. Virtual Reference Services

A virtual reference interaction is a question that is received and responded to in electronic format and conforms to reference interactions in that it is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff.



Virtual reference interactions include email, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. [NISO Z39.7-2013, section 7.3.1]

Include virtual transactions or consultations that are also included in the totals for questions **64** and **65**.

**Additional guidance:** Include both transactions and consultations. There may be overlap between the transactions and consultations reported in questions **64**, **65**, and/or **66** and virtual reference services reported in question 67; these are *not* mutually exclusive, nor are virtual reference services part of a sum total of transactions and consultations. **Do not** include inquiries answered by AI chatbot.

## Information Services to Groups

These are 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 services to groups includes information literacy instruction as well as cultural, recreational, or other educational presentations, e.g., library tours, workshops facilitated by library staff, and presentations or lectures given by experts invited by library staff. Presentations both on and off the library premises are included if the library sponsors them. If library staff attend sessions planned for any interested members of the institution, their counts should be included.

- If the course is sponsored by the library, count each session as a presentation, but only count participants once. Ideally count the number of participants attending the first presentation, but if participation is not recorded, count the number of students enrolled.
- If the course is sponsored by another unit at the university and taught by a library worker (such as a required orientation course or something similar), count only presentations focused on library-related content and count participants for each presentation.

### Exclude:

- Meetings sponsored by outside groups using the library's meeting spaces. [NISO 39.7-2013, section 7.8.3, wording modified]
- Presentations planned for library staff (including those for internal and external library staff, and those for non-student and student library staff).

## 70A-C. Number of Synchronous Presentations

Report the total number of synchronous presentations conducted in-person in **70A**. Report the total number of synchronous presentations conducted using digital/electronic formats, including web-based presentations, in **70B**. Examples of web-based presentations include webinars and videoconferences. If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count. If in-person and/or digital/electronic synchronous presentations to groups are not tracked separately, then simply submit the total number of



presentations on line **70C**. To avoid duplication, report only 70A and 70B, *or* report only 70C, not both methods.

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

### **71A-C. Total Attendance at All Synchronous Presentations**

Report the total number of persons attending or served by synchronous in-person presentations on line **71A**. Report the total number of persons attending or served by synchronous digital/electronic presentations on line **71B**. If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line **71C**. To avoid duplication, report only 71A and 71B, *or* report only 71C, not both methods.

For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. You may use course enrollment numbers if attendance is not easily available.

### **72B. Number of Asynchronous Presentations**

An asynchronous presentation can be defined as a recorded online session, tutorial, video, or other interactive educational module created in a digital/electronic format and includes web-based presentations such as recorded webinars. Report the total number of asynchronous online presentations used by library staff in **72B**.

If a presentation begins in one format (such as in-person) and ends in another (such as asynchronous online), report it as the format that concludes the presentation. If multiple modules are created with the intent to be part of one presentation, please count them as one presentation.

**Include:** Asynchronous presentations created by your library staff for educational or training purposes

**Exclude:**

- Asynchronous presentations that your library staff used but were created by another library or organization
- Asynchronous presentations that serve informational or marketing purposes, e.g., a welcome video that plays in loops at the library entrance
- Handouts or text-based, non-interactive research guides such as LibGuides.

### **73B. Total Attendance at All Asynchronous Presentations**

Please report any statistics available regarding attendance that occurred during the fiscal year in **73B**. This may include expected attendance from registration or course enrollment. Please do not report downloads, views, and/or webpage hits. If attendance is not tracked separately, then simply submit the total number from line **72B**. For example, if an information literacy video was created for a session for a first-year seminar that



had 40 students, and then was reused for a second seminar of another 40 students, the presentation counts would be 2 and the Attendance would be 80.

#### **74. Number of All Presentations to Groups (Include Synchronous and Asynchronous)**

The question is the sum of 70A number of synchronous presentations (physical), 70B number of synchronous presentations (digital/electronic), 70C number of synchronous presentations total (if unable to break apart), and 72B number of asynchronous presentations (digital/electronic). This line will automatically be calculated for you.

#### **75. Total Attendance at All Presentations to Groups (Include Synchronous and Asynchronous)**

This question is the sum of 71A total attendance at all synchronous presentations (physical), 71B total attendance at all synchronous presentations (digital/electronic), 71C total attendance at all synchronous presentations (if unable to break apart), and 73B total attendance at all asynchronous presentations (digital/electronic). This line will automatically be calculated for you.

### **Interlibrary Loan Service**

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library where “material” includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

The IPEDS Academic Libraries component requires only reporting of a total number of ILLs provided to other libraries and ILLs received. You can use *either* question 81 *or* 81c for the total ILLs provided to other libraries, and question 82 *or* 82d for the total ILLs received.

#### **\*80. Does Your Institution Provide Interlibrary Loan Services?**

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

##### **81a. ILL-01 Returnable**

Report materials that the library expects to have returned. Examples of returnable items include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

##### **81b. ILL-02 Non-Returnable**

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



### **\*81c. Total If ILL-01 and ILL-02 Are Reported Separately**

This is the sum of 81a ILL-01 returnable and 81b ILL-02 non-returnable. This line will automatically be calculated for you.

## **81. Interlibrary Loans and Documents Provided to Other Libraries – Total (if unable to break apart)**

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

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

### **82a. ILL-03 Returnable**

Report materials that the lending library expected to have returned. Examples of returnable items include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

### **82b. ILL-04 Non-Returnable**

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

### **82c. ILL-05 Documents Received from Commercial Services**

Any publisher site that sells documents directly to consumers in which the library is involved in the borrowing transactions, either directly (the library makes the decision to use the service) or indirectly (the user makes the decision to request but the library pays for the transaction) is a commercial service. An example of a commercial service is Get It Now from the Copyright Clearance Center.

Docline and RAPID services wouldn't be considered commercial services because their intent is to facilitate "direct borrowing between consortium members." Rapid Pods are basically mini consortiums for this purpose. Although RAPID is provided through an Ex Libris portal, either of these wouldn't automatically be considered part of **82c**, documents received from commercial services, any more than OCLC's IFM. This is still, in essence, borrowing between libraries, albeit mediated. The example given above for commercial borrowing (Copyright Clearance Center's Get It Now service where a library pays a specific fee for an article from an unsubscribed journal) is more of a document acquisition fee than paying a fee to find another library to borrow from.



### **\*82d. Total If ILL-03, ILL-04 and ILL-05 Are Reported Separately**

This is the sum of 82a ILL-03 returnable, 82b ILL-04 non-returnable, and 82c ILL-95 documents received from commercial services. This line will automatically be calculated for you.

### **82. Interlibrary Loans and Documents Received – Total (if unable to break apart)**

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

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

#### **Additional guidance:**

- Transactions through OCLC’s IFM (Interlibrary Loan Fee Management) service should not be considered commercial. IFM is an ILL tool used by libraries that assess a fee to a borrowing library. Those transactions should be reported as a count in either **82a** or **82b**. Also, documents received through consortium and consortium-equivalent services like RAPID and DOCLINE should be considered as non-commercial. Those transactions should be reported as a count in either **82a** or **82b**.
- Library staff may find a requested document in their own collection, and provide it directly to the patron requesting it. This should be reported under “Information services to individuals.” This part of the survey measures transactions between and among libraries. (Note that this is not IPEDS language.)

## **Local Characteristics**

### **Student Enrollment**

Many of the derived ratios needed by academic librarians require student enrollment data, including expenditures per student, reference transactions per student, or number of staff per student. Although IPEDS collects student enrollment data, there is a significant lag time in publishing these metrics. To enhance the value of your data, ACRL asks survey respondents to provide student enrollment data so that critical ratios can be calculated in a timely manner.

### **90. Degree-Seeking Full-time Equivalents (FTE) (If Available)**

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



Canadian and other international institutions: please supply a figure if available and include any general notes you have about how the figure was calculated/sourced.

### **91A-D. Headcounts (If Available)**

Report the total of student headcounts on line **91** only IF the library cannot report separately for full- and part-time undergraduate and graduate students (lines **91a - 91d**). Report the number of degree-seeking student headcounts.

Report separately if headcounts are available for:

Full Time Undergraduates (Line **91a**)

Part Time Undergraduates (Line **91b**)

Full Time Graduates (Line **91c**)

Part Time Graduates (Line **91d**)

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

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

## **Final Comments**

### **100. What Specific Changes/Additions Would You Suggest to This Annual Survey?**

Provide any suggestions for changes or additions (in the multiple line text box) to future surveys. The ACRL Academic Library Trends and Statistics Survey Editorial Board will review and consider all suggestions.

### **101. Notes**

Please use this space to include any additional information to provide context for the data you have reported above. Do not include quantitative data (or measurements).



## ACRL FAQ - Additional Guidance

### Staffing & Expenses

**Question 1A regarding the Librarian FTE. Per the instructions we are to “report the number of filled or temporarily vacant FTE.” Does “temporarily vacant” include positions that have been open over 8 months or a year? Does this mean vacant a month or less? Please provide guidance re a timeline for “temporarily vacant.”**

"Temporarily vacant" positions are those which have been filled in the recent past and/or ones your library has plans to fill. For example, do not count a position that was vacated in the fall of 2019, then frozen, and is not slated to be filled. Do count positions which will be filled in the next fiscal year, even if they have been open for over a full year.

**Question 1B. If we include all open positions regardless of how long they have been vacant, do we also include the salary information for these open positions?**

Do not include the salary information for open positions reported in Question 1A because the survey is asking for actual expenditures rather than budgeted expenses.

**How do I treat a student employee who was paid and employed through another campus unit/department, but 2/3 of the work the student did was for the library. I don't plan on reporting wages paid to that student assistant, but I was wondering if I should include them in the FTE calculation.**

The student employee should be included in the FTE count of student assistant and also in the staffing expenses for student assistants. The additional guidance in the salary section states that ". . . if known, if significant, and if specifically for library business, include FTEs funded from sources outside of the library 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." You would count the student employee as part of your FTE and staffing expenses.

**What guidance can you offer on reporting consortia costs?**

For costs paid through the library or institutional budget:

If your library pays a set annual consortium fee for memberships that do not include access to collections, report the membership fee under “All other operations and maintenance expenses.” If the membership fee includes costs for access to collections, but that part of the fee cannot be broken out, include the entire fee under “All other operations and maintenance expenses.” If consortia costs for access to collections can be broken out, report them under the appropriate category. Report costs under “All other materials/services costs” if the costs cannot be divided between one-time and ongoing.

**We receive bills from our consortium for a number of library contracts and subscriptions: Marcive, innovative interface, EZProxy, ContentDM, Amazon Web services, Summon, as well as some costs associated with a shared employee. I have costs for each item. Should I lump these all in under question 25 costs? Or do I need to separate out in some other way?**

This is tricky. The key questions as to whether to report Summon and ContentDM in Q22 or Q25 is whether you are 1) getting access through a consortium and 2) are charged separately for those products from your membership. If you have costs for those software products that are separate from your baseline consortium fees, then report them in 25 as consortia expenditures. However, if these software products were individual information resources, you might then report their costs in Q22.

**Should expenditures for memberships (e.g., state and national associations) be reported?**



Yes, include membership costs if they are part of the library budget. Please see the FAQ immediately above for guidance.

**Where should I report registration and travel expenses for staff to attend conferences/professional development?**

Please include in “All other operations and maintenance expenses.”

**Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library component?**

You should answer for the entire facility if it is under the library’s administrative unit, reports to the head of libraries, and expenses are paid from the library’s budget.

**How does an institution report digitization expenditures?**

Report expenditures for digitization for preservation purposes as preservation expenditures, regardless of whether it is an outsourced service. Other digitization-related expenses are either reported under “all other materials/service cost” OR “All other operations and maintenance expenses.”

**Do we report personnel by their position classification or by their educational level? For example, if we have graduate-degreed librarians working in staff positions, do we report those persons as librarians/professional staff, or as all other paid staff?**

If a person holding a graduate degree in library and information studies is assigned to a position that is classified by the institution to be a staff position, report that as an “other paid staff.” Similarly, for staff members who lack relevant formal training and/or education, but nonetheless occupy professional positions that require skills, knowledge, and experience in the theoretical aspects of librarianship, archives, information studies, or another professional area, report as Librarians or Other Professional Staff as appropriate.

**How do we count vacant short-term or vacant temporary positions?**

The reporting library should use the number of positions as of November 1 of the fiscal year. Positions that are less than full time should be lumped together to total the FTE. Do not report vacant positions that the library did not plan to fill during the fiscal year.

**If we had a librarian working for us during the '20-'21 fiscal year who was being paid out of a grant, do we include her in our totals?**

Provided that the staff in question are employees of the institution, whether they are paid through funding from an outside grant, they can be included in the FTE count of staff and FTE librarian salaries and wages. The additional guidance in the salary section, states that “. . . if known, if significant, and if specifically for library business, include FTEs funded from sources outside of the library 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.” This suggests that in your case, you should count this grant-funded position as part of your FTE and salary.

## Expenses for Collections

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



- **Expenses:** As appropriate for your library, report e-book collections such as Safari Books Online in either question 20: One-time purchase of books, serial back-files, and other materials, **OR**, question 21: Ongoing commitments to subscriptions.
- **Collection:** The Safari Books Online collection titles may qualify under the definition of question 40B: Digital/Electronic Books. Count each e-book title as a single title, regardless of the number of user seats.
- **Database:** Add Safari Books Online as a database in question 41B. Databases include e-book databases.

**How does one report an expenditure that spans two fiscal years? For example, our university's fiscal year is August 1-July 31. Hypothetically, if I have a resource with a subscription period of May 1, 2021 - April 31, 2022, how is that reported as an expenditure for the fiscal period I would be reporting on for ACRL, FY August 1, 2021, through July 31, 2022? The subscription period May-July 2022 would be outside of the fiscal year I would be reporting on, but those 3 months would count toward the cost associated with that subscription.**

Report the full expenditure in the year it was paid for (regardless of the length of the subscription) and add a note, if necessary, to explain any significant variation in materials expenditures line from the previous year.

**2020 was the first time we purchased metered access eBooks and digital audiobooks. Do metered-access eBooks (2-year/24 checkouts) fall under one-time purchase or ongoing commitments to subscriptions?**

The answer could actually be either, given our introductory guidance on e-book expenses:

"A product such as Safari Books Online could be reported as part of question 20: One-time purchase of books, serial back-files, and other materials, OR, if Safari Books Online is an ongoing, annual expense at your library, its annual cost should then be reported as part of question 21: Ongoing commitments to subscriptions."

This guidance could definitely be applied to ongoing commitments if the metered access is provided through more of a subscription agreement (i.e., you have agreed to spend at least x amount of funds for multiple years). However, otherwise line 20a (one-time purchase) would be the best place to report these expenses.

**How are purchased electronic journals counted?**

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

**Should we include annual access fees for e-book platforms in question 21a?**

Yes, if possible.



**Our library licenses films individually on the Kanopy streaming platform. Licensing one feature film gives all faculty, staff, and students access to unlimited viewing of that film for 365 days. The film is listed in our online catalog for the duration of the license. We have the option to renew the license, but usually we do not renew. Since we don't have "permanent access rights," it looks like this expense should be reported on Line 22 "All other materials/services costs." Is that correct?**

Yes, the expenditure should be reported on Line 22 since these films aren't purchased for permanent access.

**Where do I report expenditures for collection-related expenses including Books in Print, College Source, Ebsco Full-Text Finder, Resources for College Libraries, Springshare, StackMaps, and Turnitin? I'm not sure which ones to report in Q22 (All other materials/services costs) or Q25 (All other operations and maintenance expenses).**

Q22 is intended to be more collection-oriented (as "information resources to users"), whereas Q25 captures everything else (services, operational infrastructure, etc.) that is supported by your library. Report Books in Print, Ebsco Full-Text Finder, and Resources for College Libraries under Q22. Expenses for College Source, Springshare, StackMaps, and Turnitin would be reported in Q25.

**Do we report expenditures with or without recoveries (i.e., funds that were added back to our budget)?**

Only report the money that the library spent in a fiscal year. For example, if your institution was told that you had to cut about 7% of your collections budget, but after some outcry from the faculty, those monies were restored to our budget, and you ended up spending that restored 7%, you would only report what was actually spent. It doesn't matter what your budget was or what you had intended to spend, only what you ended up spending.

**We use some restricted funds to purchase books and other materials. This is money that has been gifted to the library by a donor or in memory of someone. I believe we have usually included these costs in the expenses portion of the survey. I also wondered about streaming film we have purchased using a new fund that the college designated for COVID-related purchases. Should these purchases be included in the expenses portion, even though they were paid out of a different budget line?**

The answer is yes on both counts. 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. One note: you might report the Covid-funds purchase in the one-time purchase expenditures (question 20) for this year, even if it was for a subscription that you might renew.

**Where does the delivery fee for our statewide book loan system go? Are those books considered ILL or Circulation?**

The delivery fee should be reported on Line 22 (All Other Materials/Services Costs) as an interlibrary loan (ILL) expense.

**If our ILS (Integrated Library System) was paid for by a grant, do we still need to report the cost?**



It may depend on what kind of grant and where the money was spent. If a grant came to your institution from your state government (or a vendor or some other organization), and you spent it on the ILS implementation or maintenance, then you would count that as an expenditure. However, if the grant didn't ever actually pass through your organization at all but, for example, funded an ILS implementation at the consortia level for a number of institutions (including yours), then you would not report it. There are other possibilities when it comes to grants as well, so please contact [acrbenchmark@ala.org](mailto:acrbenchmark@ala.org) if you have further questions.

## Counts for Collections

**Many institutions in our consortium no longer bind journal volumes (as a cost savings measure). Is there an official recommendation on how to count those unbound issues?**

Do not count individual issues as if they were bound. Instead, think about a bound volume as comprising the issues that would be bound together if the library bound all serials. As an example, there are 10 bound volumes. However, over the past 10 years, the library has not bound the issues. If the serial title is an annual publication, the count would be a total of 20 (10 bound volumes plus the 10 years of annual issues that are not bound).

**If we own a serial title, but will likely withdraw it because it exists in a shared storage facility, should we include it in our collection counts?**

If the title remains in your catalog or discovery system, count the title.

**If an institution's academic library is in a consortium with a public library, can their shared resources be included in the Academic Library survey?**

A library consortium can be multitype; almost any type of library can participate (e.g., public libraries). However, for their shared items to be included on the ACRL Academic Library Trends & Statistics Survey, the items must be cataloged and/or searchable through the library catalog or discovery system.

**How should items missing from the library's collection be counted?**

Missing items are part of the collection.

**Where are print photographs reported?**

Print photographs are reported as graphic materials within physical media.

**How does an institution count microforms if not in the library catalog or discovery system as individual titles?** Serial microform titles are counted under serials. Other microforms are counted in physical media, and they are counted by the title; do not use item counts (such as microfiche pieces). Microform titles are counted only if the titles are searchable through the institution's catalog and discovery system. For example, if there are thousands of titles in ERIC that are not searchable through the institution's catalog or discovery system, ERIC should be counted as 1 title.



### **How do you report serial titles on microform?**

Report non-serial microform titles in physical media, and serial titles on microform under physical serials. If the library cannot determine if a microform title is a serial or not, then report it under physical media.

### **If a title is not searchable through the institution's catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?**

Yes, institutions should count titles that are searchable through their link resolver even if they are not searchable through their catalog or discovery system.

### **When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?**

Report at the system or administrative entity level. For example, if the library system has 3 branch libraries and access to 2,038 downloadable audio units at the system level, then it would report 2,038 and not 6,114 units.

### **How do we count electronic books available via e-book services such as the E-book Library (EBL), Freading, or Overdrive?**

Report each title owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.

### **When counting e-books, should we only count those e-books that have full level cataloging records?**

Count all e-books cataloged in your library catalog or discovery system. The cataloging level does not matter.

### **Our database provider provided a list of the electronic serials we have access to, and it included a spreadsheet listing the number of photos, videos and maps that are tagged to articles within the database. My question: do we count inline and tagged media assets within articles separately as part of our e-media collection? Or would it be included with our overall e-serials count?**

If we go to the guidance for Q42b we can keep it relatively simple: "Report titles of e-media materials owned or leased by the library if the individual titles are cataloged and/or searchable through the library catalog or discovery system." The key here is whether these materials are findable through your library's catalog and/or discovery system. A vendor may have linked additional material to a specific database or to specific articles that they are granting access to, but the core unit of value being provided here is still the periodical and/or article. If your users can access the photos, videos, and maps directly as separate information assets, then yes, they could be counted. But if they're part of the periodical or article, then you don't need to break them out.

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



**Where should I count Alexander Street Press titles including Music Online: Jazz Music Library, North American Indian Thought and Culture, and Underground and Independent Comics?**

Report on Line 42B only if the individual titles within the database(s) are catalogued or otherwise directly findable through the library catalog. Otherwise, these are merely databases and should be counted in Line 41B (databases).

**If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?**

Count all formats as one title. For example, count an e-book title that is available via epub, PDF, or Kindle formats as one title.

**For collections, do we count downloadable items (e-books, e-serials, and e-media) that do not have records in our catalog but that we have access to?**

Count only downloadable items to which you have access and that are in your library's catalog or discovery system.

**How are electronic theses and dissertations counted?**

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

**Can I report open access titles as part of my collection?**

Open access titles may be included if the individual titles are searchable through the library's catalog or discovery system. However, do not count titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item, and it is accessible under current copyright law.

**Should I report open access databases?**

Yes, please include them if they are searchable through the library's catalog or discovery system.

**Are proceedings included as an e-book or as an e-serial?**

Count these in the appropriate category based on how they are treated in the library catalog or discovery system.

**If a book includes a CD of supplementary media, and the book and the CD are cataloged on one book-format bibliographic record but barcoded separately, how should this be counted:**

**a. As 1 book title and 2 "book" volumes or**

**b. As 1 book title and 1 book volume (the CD is ignored)?**

Based on the definitions below, if these are barcoded separately, report 1 book title and 2 volumes; however, since we don't include non-print items in the print volumes count, it should technically be counted as 1 book title and 1 book volume (40a) and 1 physical media (42a).

*Title*



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

*Report the number of volumes using the ANSI/NISO Z39.7-2013 (section 4) definition for volume, which is as follows:*

*“A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the issues that would be bound together if the library bound all serials.”*

#### **Is Artstor reported as a database or media?**

Artstor is reported as a database.

**There were a lot of databases offered temporarily for free last spring due to COVID-19. Some were offered freely to everyone temporarily and some were offered temporarily for free to current customers only. We aren't sure how these should be counted.**

Because of the temporary nature of these databases and titles, and because they were not acquired using a selection process based upon the information resource needs of the institution, neither the databases nor the titles should be reported to IPEDS.

### **Institutional Repositories**

**Question 40A: we are a repository for archival collections owned by another institution. We are responsible for administering access and providing research services for the materials. We also provide the space, the staffing, and collection care for these materials. These materials also are fully cataloged in our library catalog. Should these materials be included in the response to question 40A?**

For 40a, the NISO definition is helpful: “A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the issues that would be bound together if the library bound all serials” Respondents can include individual boxes, volumes, and containers from their archival holdings provided that they are cataloged. Please note that microfilms, maps, nonprint materials, and uncatalogued items should be excluded as well as as microform formats, graphic, and cartographic materials.

**Do we count each uploaded item? Or is it full-text items only, not counting the supplements as an additional count? For example, if there are additional supplement items such as**



**presentations, video recordings, etc. Do we count by the number of "uploaded" items or do we count each full text not counting the supplemental documents?**

Institutional Repository "items" are not limited to full-text documents, so you count these described supplemental documents as separate items. It's a good question on how to consider a digital object with multiple files associated with it as merely one "compound object" or as several discrete objects, but since the survey is asking for items specifically, you may count all items that show up in your Institutional Repository inventory.

## Usage/Circulation

**Does circulation include both check-outs and check-ins?**

Circulation only includes initial check-outs; it does not include renewals or check-ins.

**In-house circulation may include items that library personnel pick up from tables and carrels and scanned to track their use. Do we include in-house use as circulation?**

Do not include these types of in-house circulation with circulation or interlibrary lending.

**For question 60, I wanted to clarify the distinction made between "check out" and "in-house use" with respect to archival materials which cannot physically leave the department in the traditional sense of the word "check out." However, via our automated circulation system, we do circulate these materials to specific patrons, capturing the data on individual patron records. I believe this constitutes a "check out" rather than an "in-house use." Does in-house use mean that circulation transactions are not tied to an individual?**

According to the ANSI/NISO Z39.7-202 Information Services and Use: Metrics and Statistics for Libraries and Information Providers — Data Dictionary available at: [https://groups.niso.org/apps/group\\_public/download.php/11283/Z39-7-2013\\_metrics.pdf](https://groups.niso.org/apps/group_public/download.php/11283/Z39-7-2013_metrics.pdf)), "Loans include user-initiated renewals as well as registered loans within the library (on-site loans)." Based on this definition, on-site use of archival materials constitutes a checkout.

**Why does question 61A only count e-books and e-media but not e-serial or e-journal circulation/usage in databases?**

Question 61A focuses on the circulation/usage of e-books and e-media titles. Circulation/usage of e-serials or e-journals is covered by question 61B.

**Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in digital circulation data?**

Include Ebrary reports in digital circulation. However, please note the inclusion of Ebrary in the comments section on the survey. Please use this rule for any similar cases.

**What are some suggestions for obtaining a list of titles to get digital/electronic circulation counts?**

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



## What are the basic steps for obtaining COUNTER Reports for Digital/Electronic Circulation?

First, identify where you should collect your electronic and digital circulation data. Some options are:

- Publishers that host their own content (e.g., Elsevier on ScienceDirect)
- Publishers that use a third-party platform to host content (e.g., Royal Society on Highwire)
- Aggregators that license content from a wide variety of publishers and offer it through a database (e.g., Academic Search Complete on EBSCOhost)

Second, obtain a list of providers and identify how to obtain reports from each provider. An example of steps for this process are as follows:

- Compile spreadsheet of providers.
- Identify administrative URLs and login information needed to collect statistics.
- Refer to the instructions and identify formats and reports to collect under each provider.
- Identify providers where you need to contact vendor or where statistics are unavailable.
- Work your way through the list, recording the Reporting Period Total in your spreadsheet.
- Provide IPEDS with one total sum of all digital/electronic Reporting Period Totals obtained through all providers.

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

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

## The instructions state to exclude DDA and PDA usage until items have been purchased or leased by the library. What if the vendor / we cannot exclude those numbers in a COUNTER report?

If DDA and PDA numbers cannot be excluded in the institution's COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. However, please note this detail in the comment box available on the survey.

**Should an institution include usage-based collection model items (e.g., evidence-based programs) in e-book usage?** The survey excludes DDA or PDA collections unless they have been purchased by the institution. However, if the title is purchased in an evidence-based model, and it is searchable through the catalog or discovery system, then it is counted in e-book usage.

## Am I correct that we do not report usage of streaming video or images collections? I didn't see anything on the survey instructions.

The instructions for question 61A (Total Digital/Electronic Circulation or Usage) state: "For e-media, use IR\_M1: Multimedia Item Requests, report metric type for "total\_item\_requests."

**Are usage statistics for databases that aren't considered eBooks or ejournals counted? We have a few very high usage (and cost) databases that are medical/pharmacy related (e.g., Lexicomp, Micromedex,**



**and UpToDate.). They aren't really eBooks or ejournals.**

No, the ACRL survey does not collect usage data for non-journal/e-book databases. However, you could measure usage of non-journal/e-book databases by leveraging the DB1 Counter 4 reports to get a sense of comparative usage, and if demand was rising or falling. You could also use "Searches\_Platform" in Counter 5 reports (section 3.3 of the [Friendly Guide for Release 5 for Librarians](#)) for that purpose as well.

**Is the Cochrane Library of Systematic Reviews considered a database equivalent to Lexicomp, Micromedex, and UpToDate or is it counted as an e-serial since users can access the full-text of the systematic review?**

Our understanding of this resource is that it is both a database and a journal (with its own ISSN), so whatever type of COUNTER report is available can be included in the e-serial count for 61B.

**With regard to e-serial usage, do we include usage for digital *NYTimes*, *WSJ*, *Chronicle of Higher Ed.*, etc.?**

We consider the use of resources such as the NYT, WSJ, Chronicle of Higher Education, etc., to be database (and not journal) usage, and since there are no COUNTER 5 TR\_J1 reports available for these resources, please do not report in 61B.

## Services

**With the shift to the online environment, we have been doing more individual consultations. If I have 20 students in the same course scheduling library instruction on their own, should that be counted as one instruction session (presentation) with 20 participants? Or would we count that as 20 instruction sessions (classes)?**

In this scenario where 20 students schedule individual sessions for library instruction, these would be counted as 20 research consultations. The exception would be if 20 students signed up for specific time, much like an online workshop, and were all present for instruction at the same time: then that session would count under the instruction.

**Should we include presentations to groups given outside of our information literacy program?**

Yes, include all presentations to groups you provide for your users. For example, include sessions for any credit courses your staff teach for your institution, any workshops your staff give, any presentations given by experts invited by library staff (e.g., lectures that open exhibits), etc. Do not include sessions given specifically for library staff (be it your or other libraries' staff). Do not include tabling events, as those are not presentations.

**Can you provide examples for "recreational" information services provided to groups?**

Think of it as a category that encompasses many library marketing/outreach sort of events. You could report events such as book clubs, meet-your-librarian welcoming orientations, and oddball events like unveiling a pilot program for having exercise bikes in the library.



**Do you report a synchronous library session if it is conducted by guest lecturers who were invited by library staff, or only if the session was conducted by library staff?**

If this is a series facilitated and hosted by the library, no matter the origin of the speaker, the attendance should be counted as such.

**Can you explain further “multi-session events” (line 71)? We are trying to determine how to record events where we have multi-presenters that could stand alone or teach in same session either synchronously or asynchronously.**

We included multi-session events to capture not only those classes that take part over a couple of different days (information literacy sessions are the most common), but to also capture the "flipped classroom" sort of activity. If you create what is essentially a separate educational session that students have to participate in before coming to the in-person session, then that counts for both an asynchronous and a synchronous session. If the session(s) that you are describing require participants to take place in multiple sessions, then this fits the definition very well. However, if you are looking to have a session, record it, and make it available for others, we wouldn't normally count the usage that occurs after the fact or incidental to the planned session - unless you specifically are using it for another section of a course, for example.

**Library staff may find a document requested through ILL in their own collection and provide it directly to the patron requesting it. Where should this type of request be counted?**

These requests should be reported under “Information services to individuals” since this part of the survey is measuring transactions between and among libraries.

## **Student Enrollment**

**When should we provide the count for FTE in the fall: at the beginning, middle, or end of the semester?**

We generally recognize that different institutions have different processes, so we just ask that you try to get the best information possible. Institutions generally have a "provisional" headcount for student FTE early in the semester, and then an "official" census headcount a few weeks later. At some institutions the official headcount is usually a snapshot of FTE headcount just after the drop/add period which would correspond to the "middle" of the semester as the one to use.