Annual Report Form LF-1: Library Information

Most recently completed fiscal year (for member school only)

Member School: | **Survey Year:** 2026 - 2027

PART A – LIBRARY STRUCTURE

1. Library Structure:

   [ ] a. Library serves the member school as its primary mission and is not part of a larger library system
   [ ] b. Library serves the member school as its primary mission as a distinct unit of a larger library system
   [ ] c. Library serves the member school as part of its mission and is integrated into a larger library system
   [ ] d. Library serves more than one member school
   [ ] e. Library has another structure (explain here):

2. The data in PART B and PART C mostly represent: [ ] Library serving the member school [ ] Larger library system

3. To whom does the library director/manager for the ATS-serving entity report (check only one):

   [ ] Chief academic officer
   [ ] Another academic officer (e.g., associate dean)
   [ ] Head librarian (if part of/integrated into larger library
   [ ] Information technology office
   [ ] Another office (please specify):

4. Check here if you do NOT want ATS to forward a copy of this information to Atla [ ]

PART B – LIBRARY COLLECTIONS, USAGE, SERVICES

1. **Library Collections** (as of end of recently complete fiscal year)

Category	# Physical Items*	# Digital/Electronic Items*	% of e-collection shared with other libraries~	**Total # Items** (auto calculated)
Books				
Databases				
Media (AV, microforms, etc.)				
Serials / Periodicals				
Archives / Special Collections / Institutional Repositories				
Total (auto calculated)				

Select the unit of measure for Archives/Special Collections/Institutionl Respositories: [ ] Items [ ] Linear Feet

* List number of cataloged titles in each category.
+ Count each database individually, even if access to several databases is gained through same vendor interface.
^ Include here any form of repository (e.g., archives), as well as any special collections, whether circulating or not.
~ Report % of e-collection shared with other libraries as 0%, <50%, = 50%, ~ 100%. "Shared" refers to portion of total digital/electronic titles reported above that are part of shared digital collection.

2. **Library Usage** (for recently completed fiscal year)

a. Circulation of Physical Items*	
b. Usage of Digital/Electronic Items*	
c. Interlibrary loans and documents *sent* to other libraries	
d. Interlibrary loans and documents *received* from other libraries	

* Report circulation of physical items as number of times those items were checked out from general/reserve collections; report usage of digital/electronic items whether viewed, downloaded, or streamed.

3. **Library Services** (for recently completed fiscal year)

a. Number of information interactions with individuals (onsite/online)*	
b. Number of *onsite* presentations to groups	
c. Number of *online* presentations to groups	
d. Number of participants in group presentations (estimate)	

* Include here all information services provided to individuals, e.g., transactions, consultations, and virtual reference services.

e. Check here any responsibilities the library has for the member school as a whole:

[ ] Information Technology
[ ] Writing/research center
[ ] Evaluation/assessment
[ ] Repository/archives
[ ] Bookstore
[ ] Other (Describe here):

f. Check here if library serves any constituencies other than the member school:

[ ] Alumni/ae [ ] Local community [ ] Supporting church(es) [ ] Other (describe here):

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PART C – LIBRARY STAFFING AND EXPENSES	
1. **Library Staffing**(report number of FTEs, using the member school's definition of full-time)	
a. Librarians	
. b. Other professional staff	
c. Total professional staff (auto calculated)	
d. All other paid staff (excluding student assistants)	
e. Student assistants (including any students in US federal aid "work study" program)	
f. Total library staffing in FTE (auto calculated)	
2. Library Compensation	
a. Total spent on library staff *salaries* (excluding benefits)	
b. Total spent on library staff *benefits* (include only those charged to library)	
c. Total amount spent on library staff compensation (auto calculated, salaries and benefits)	
3. Library Collection Expenses	
a. One-time purchase of print/digital books, serial backfiles, other materials	
b. Ongoing commitment to *print* subscriptions (e.g., print periodicals)	
c. Ongoing commitment to *online* subscriptions (e.g., databases, e-resources)	
d. All other materials expenses (e.g., document delivery, ILL, database search fees)	
e. Total collection expenses (auto calculated)	
4. Library Operations and Maintenance Expenses	
a. Preservation expenses (e.g., binding, digitizing, etc.)	
b. Other operations/maintenance expenses (e.g., renovations, software/hardware*)	
c. Total library operations and maintenance expenses (auto calculated)	
* ATS Annual Report Form FF-2 Financial Data for Technology Expenditures includes items on library technology systems and costs.	
5. Total Library Expenses	
a. Total library staffing expenses (Part C, line 2.c)	
b. Total library collection expenses (Part C, line 3.e)	
c. Total operations and maintenance expenses (Part C, line 4.c)	
d. Total library expenses (auto calculated, sum of three previous lines)	

Respondent and Comments					
Respondent:		**Phone:**		**Email:**	
Comments:					

Part A – Library Structure

Part A collects information describing the organizational context in which the library operates. Respondents should select the option that best represents the relationship of the library to the member school and to any larger library system. If the library is part of a larger system, respondents should indicate whether the data reported in subsequent sections represent only the portion attributable to the member school or the broader library system. This distinction should be applied consistently throughout the form.

Respondents should also identify the administrative reporting relationship of the library director or manager by selecting the option that most closely reflects current institutional practice.

Library Statistical Records Report

In consultation with the American Theological Library Association (Atla), the ATS Library Form will be the only form that libraries need to complete for the ATLA Statistical Records Report. If you do not want the statistical data from your library included in the ATLA Statistical Records Report, you must check the box on the ATS Library Form that indicates that you do not give permission to send the information to ATLA.

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Part B – Library Collection, Usage, and Services

Library Collections (as of the end of the recently completed fiscal year)

Collection data should represent holdings as of the end of the recently completed fiscal year. In general, report counts of titles rather than volumes or copies. Collections include materials in both physical and digital or electronic formats that are owned, licensed, or otherwise made accessible through the library's catalog or discovery system. Materials that are not cataloged or otherwise discoverable should not be included.

Books are non-serial publications in print or digital format, including monographs and other standalone titles, that are cataloged or otherwise searchable through the library's catalog or discovery system.

Databases are organized collections of electronically stored data, records, or texts that are accessible as a unit through a common interface and retrieval system. Each database should be counted individually.

Media includes materials in physical or digital formats that are not classified as books or serials. This category encompasses audiovisual materials, microforms, cartographic materials, and other non-book formats that are cataloged or otherwise discoverable.

Serials/Periodicals are publications issued in successive parts bearing numerical or chronological designations and intended to continue indefinitely. This category includes journals, magazines, newspapers, annuals, and similar publications in print or digital or electronic format. Serials should be reported as titles rather than subscriptions and may include both current and ceased titles.

Archives/Special Collections/Institutional Repositories include unique or rare materials held by the library, such as manuscripts, archival records, special collections, and institutional repositories. Materials may be reported either as a count of items or in linear feet, depending on institutional practice. Institutional repositories include digital collections created or maintained by the institution to preserve and provide access to scholarly or institutional output.

Physical items refer to materials in tangible, non-digital formats that are held by the library and are cataloged or otherwise searchable through the library's catalog or discovery system. These materials include, but are not limited to, printed books, physical serials, audiovisual formats, microforms, and other non-electronic resources that are part of the library's collections. Counts of physical items should be reported as the number of cataloged titles within each category, rather than as individual copies or units.

Digital or electronic collection (E-collection) consists of all electronically accessible materials reported by the library, including e-books, databases, digital media, and electronic serials. These materials may be owned, licensed, or otherwise made accessible through the library's catalog or discovery systems.

Percentage of E-collection shared represents an estimate of the proportion of the library's digital or electronic collection that is made available through shared access arrangements with other libraries or institutions. These arrangements may include consortial licensing agreements, shared subscriptions, or jointly managed digital platforms.

For purposes of reporting, shared access refers to materials that are not exclusively licensed or controlled by the reporting library but are made available through collaboration, consortium membership, or similar agreements.

Library Usage (for the recently completed fiscal year)

Circulation of physical items refers to the total number of times physical materials are checked out from the library's collections during the reporting fiscal year. This count should include initial checkouts of materials from general and reserve collections. It should exclude renewals, in-house use, and interlibrary loan transactions.

Usage of digital or electronic items refers to the total number of instances in which materials in the digital or electronic collection are accessed during the reporting fiscal year. This includes activities such as viewing, downloading, or streaming content. Usage data are typically derived from vendor-supplied statistics or other locally maintained tracking methods.

Interlibrary loans and documents sent to other libraries refers to the number of fulfilled requests in which materials from the library's collections are provided to other institutions. This includes both returnable and non-returnable items and excludes transfers within the same library system.

Interlibrary loans and documents received from other libraries refers to the number of fulfilled requests in which materials are obtained from other institutions to support local users. This includes both returnable and non-returnable items and excludes internal transfers.

Library Services (for the recently completed fiscal year)

This section captures the instructional and reference services offered by the library in support of access to collections and the use of information resources. Information interactions with individuals should include reference transactions, consultations, and virtual reference services that involve the use or interpretation of library collections or resources. Directional inquiries should not be included.

Respondents should report the number of presentations provided to groups, distinguishing between onsite and online delivery. These presentations may include formal instruction sessions, workshops, or orientation activities. The number of participants should be reported as the count of individuals served; for multi-session courses or programs, each participant should be counted once.

Additional items identify responsibilities carried by the library beyond its collections and services, as well as constituencies served beyond the member school.

Part C – Library Staffing and Expenses

This section collects information concerning the staffing and expenses required to support library collections, services, and operations. All data should reflect actual activity and expenses for the reporting period and should be reported consistently with institutional definitions and accounting practices. Report only those staffing resources and expenses attributable to the library serving the member school.

Library Staffing

Library staffing should be reported in terms of full-time equivalent (FTE) positions. For purposes of this form, FTE is defined as the equivalent of one full-time staff member, with part-time staff expressed as a proportion of full-time hours.

Librarians are professional staff whose duties require education and training in library or information science and whose work directly supports the development, organization, and use of library collections and services.

Other professional staff are individuals who perform professional-level responsibilities in support of library operations, collections, or services but are not classified as librarians.

All other paid staff include employees whose duties do not require professional-level training and who support the ongoing operation of library collections and services.

Student assistants are students employed by the institution whose work supports library operations, including activities related to collections, services, or facilities.

Total library staffing (FTE) represents the sum of all reported staff categories.

Library Compensation

Library staff salaries include expenses for wages and salaries paid to all library staff, before deductions and excluding benefits.

Library staff benefits include expenses for employee benefits funded through the library budget, such as health insurance, retirement contributions, and other forms of non-wage compensation.

Total library staff compensation represents the sum of salaries and benefits.

All amounts should reflect actual expenses during the reporting fiscal year.

Library Collection Expenses

Library collection expenses include all expenses associated with acquiring, maintaining, and providing access to materials in the library's physical and digital or electronic collections.

One-time purchases include expenses for materials acquired with permanent access rights in either physical or digital or electronic format.

Ongoing commitments to subscriptions include expenses for materials and services requiring recurring payments to maintain access to collections.

All other materials expenses include additional costs associated with providing access to collections, including document delivery, interlibrary loan costs, and other resource access fees.

Total collection expenses represents the sum of all collection-related expenses.

Library Operations and Maintenance Expenses

Library operations and maintenance expenses include costs required to support access to collections and the delivery of library services.

Preservation expenses include costs associated with maintaining or extending the usability of library materials, such as binding, conservation, and digitization undertaken for preservation purposes. These expenses should not include staff compensation.

Other operations and maintenance expenses include all remaining costs necessary to support library operations, including technology, facilities, equipment, and infrastructure supporting access to collections and services.

Total operations and maintenance expenses represents the sum of preservation and other operational expenses.

Total Library Expenses

Total library expenses represents the sum of library staffing, collection, and operations and maintenance expenses and reflects the total cost of supporting library collections, services, and operations during the reporting fiscal year.