Annual Report Form LF-1: Library Information

Most recently completed fiscal year (for member school only)

Member School:	Survey Year: 2024 - 2025

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 (for clarification of any of these categories; see IPEDS)

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

* Per IPEDS instructions, 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	

* Per IPEDS instructions, 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   [ ] Repository/archives
[ ] Writing/research center   [ ] Bookstore
[ ] Evaluation/assessment   [ ] 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 [for clarification of any of these categories; see IPEDS]	
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:					