

Form LF-1: Library Information

Most recently completed Fiscal Year

School:			
Respondent:		Email:	
Title:		Phone:	

PART A - LIBRARY CHARACTERISTICS

<input type="checkbox"/>	Check here if you do not want ATS to forward a copy of this information to the American Theological Library Association (ATLA) for the Statistical Records Reports		
1	Which of the following most accurately describes your institution's library?		
	<input type="checkbox"/> a An independent library chiefly serving your institution		
	<input type="checkbox"/> b A department or departmental branch library within a larger university or college library system		
	<input type="checkbox"/> Numbers in following sections will represent the entire university or college library system, including the theological component		
	<input type="checkbox"/> c A library integrated with a larger university or college library system		
	<input type="checkbox"/> Numbers in following sections will represent the entire university or college library system, including the theological component		
	<input type="checkbox"/> d A part of a library system jointly administered and/or funded by more than one educational institution.		
	If shared, please specify institution(s). Please explain.		
2	Is your library the primary source of support on your campus for:		
	Information Technology		Yes/No
	Electronic Reserves		Yes/No
	Audiovisual/Media Services		Yes/No
3	Does the library of your institution have consortial arrangements for providing library services with one or more other institutions?		Yes/No
	If yes, please identify the institutions:		
	If Yes, please identify the consortia/um and briefly describe the arrangement:		
	<input type="checkbox"/>	formal or informal consortia for the purchase of electronic resources	
	<input type="checkbox"/>	shared catalogs or cataloging	
	<input type="checkbox"/>	state, regional, or national associations	
	<input type="checkbox"/>	reciprocal borrowing arrangements	
	<input type="checkbox"/>	Other, please briefly specify	
4	Does your institution have one or more distance education program(s) or extension site(s)?		Yes/No
	If yes, please answer the following:		
	a	Does your institution have a library facility at your extension site(s)?	Yes/No
	b	Do you provide access to electronic resources from your main library?	Yes/No
	c	Do you deliver materials from your main library to your distance students?	Yes/No
	d	Do you have a written agreement for library services with one or more institutions? If so, with whom?	Yes/No

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PART B - THE LIBRARY AS PLACE

1	When were the building(s) in which the main library is located built and subsequently renovated? Please briefly describe. If possible, indicate amount spent.				
		Year Built	Year of Latest Renovation	Brief Description of Renovation	Amount Spent
	Library 1				
	Library 2				
	Library 3				

2	Do you use offsite storage/shelving?			Yes/No
	If yes, then report			
	a	percentage of total library collection		
	b	total number of volumes offsite		
	c	other, please briefly describe		

3	What other spaces or services are offered and/or housed in your library?		
	<input type="checkbox"/>	faculty offices	
	<input type="checkbox"/>	seminary or class rooms	
	<input type="checkbox"/>	Café or coffee shop	
	<input type="checkbox"/>	group study rooms	
	<input type="checkbox"/>	computer labs	
	<input type="checkbox"/>	information commons	
	<input type="checkbox"/>	writing tutor	
<input type="checkbox"/>	Other, please briefly describe		

PART C - LIBRARY USE DATA

Line	Library Use	Library Use Fiscal Year
1	Circulation Transactions	
2	Inter-library Lending, Number of Items Sent	
3	Inter-library Borrowing, Number of Items Received	
4	Number of Presentations to Groups	
5	Participants in Group Presentations	
6	Reference Transactions	
		<input type="checkbox"/> Actual Count
		<input type="checkbox"/> Sampling
		<input type="checkbox"/> Other Special Situation

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PART D - COLLECTION GROWTH AND HOLDINGS FOR FISCAL YEAR

Line	Item	Prior Year Net Holdings (A)	Purchased Items Added (B)	Gifts Added (C)	Items Deleted (D)	Adjustments (E)	Current Year Holdings (F)
1	Printed Books (Volumes)						
2	Printed (Bound) Periodical Volumes						
3	Current Print Periodicals Received (i.e. Subscriptions)						
4	Microforms						
5	Music Scores						
6	Manuscripts and Archives						
7	Other Non-book physical items						
	*Adjustments: Comments						
	**Manuscripts and Archives: Select Unit of Measure					[]	Items
						[]	Linear Feet

PART E - PERSONNEL AND SALARY DATA FOR FISCAL YEAR REPORT PERIOD

Line		Staff FTE	Total Compensation
1	Exempt staff (salaried)		
2	Non-exempt staff (hourly)		
3	Student Staff		
4	Contributed Services		
5	Total Library Staff FTE (Lines 1-4)		
6	Total Library Staff Compensation (Lines 1-3)		

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PART F - FINANCIAL SUMMARY FOR THE FISCAL YEAR REPORT PERIOD

Line	Category	Expenditures Fiscal Year
1	Total for printed books	
2	Total for Current print periodical subscriptions	
3	Total for Microforms	
4	Total for Music Scores	
5	Total for Manuscripts and Archives	
6	Total for Non-book physical items	
7	Total for Electronic Resources for Collections	
8	Total for Collection Expenditures	
9	Total for Preservation and Binding	
10	Total for Library Staff Compensation (Part E, Line 6, Col. B)	
11	Total for Library Staff Development	
12	Total Computer Services (excluding line 8)	
13	Total Other Expenses	
14	TOTAL LIBRARY EXPENDITURES (Lines 8-13)	

Form Comments

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