

# AAAL Survey Guide & Data Definitions

If you have questions or comments regarding the collection and analysis of the AAAL data set, please contact the AAAL Statistics & Assessment Committee ([aaal.assess@gmail.com](mailto:aaal.assess@gmail.com)).

## **Institution name**

Please write the name of your Institution as you would like it to appear in the final report.

## **Survey contact**

Please write the email address of the individual with primary responsibility for coordinating the collection of these data. This will not be published; the purpose of gathering this information is to provide a means for the Statistics & Assessment Committee to follow-up with the survey contact if clarification is required.

## **A. Library Facilities**

### **A.1 Total library area in square metres**

In order to convert measurements in square feet to one in square metres multiply the former by .0929. Include space for books and non-book materials. Include space for storage of audiovisual equipment if control of this equipment is the library's responsibility. Include classrooms, seminar rooms and work space for library staff if these areas are considered to be part of the library's physical facilities. Include areas occupied by shelves for library materials and users of library materials.

### **A.2 Computer workstations**

Computer workstations: This is the total number of computer workstations available to users in all your library facilities. Include dedicated OPAC workstations and computers located in classrooms or labs which are under the library's responsibility.

### **A.3 Library seating**

- a. Classroom seats: This is the number of seats located in the library and used for library instructional purposes.
- b. Study room seats: This is the number of seats located in reservable and non-reservable study room spaces in the library.
- c. Available public seating: This is the number of seats available to users in all your library facilities, excluding group study room and classroom seats. Exclude administrative seats (in staff spaces or meeting areas) to which users do not have access.

### **A.4 Opening hours per week (Sept-April)**

Use the figure from the campus library with the longest opening hours.

### **A.5 Reference hours per week (Sept-April)**

Use the figure from the reference/information desk on campus with the longest hours.

## B. Collections

### **B.1 Books and other print material catalogued as books**

A volume is a physical unit of any printed or professed work contained in one binding, encasement or other clear distinction, which has been catalogued as part of the collection and given an individual barcode; include monographic titles which are in microform or CD format; include annuals; exclude periodicals.

### **B.2 Audiovisual materials**

Count all AV physical units for which the library has responsibility if the holdings are listed in the catalogue, even if they are regularly housed or used outside the library. In the case of two or more different types of audiovisual media meant to be used together, do not count each physical item separately. Instead, count all items meant to be used in conjunction as a single unit. Examples of AV: DVDs, videos, compact discs.

### **B.3 Current print subscriptions**

Count all serial subscriptions that are currently received in print; including scholarly journals, newspapers, and magazines.

### **B.4 Licensed databases**

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. Count all databases licensed by the library, excluding freely available databases. When access to more than one licensed database is affected through the same interface, each database should be counted separately.

### **B.5 E-journals**

Serials published in electronic form only or in both electronic and other format. Count serials held locally and remote resources for which access rights have been acquired, at least for a certain period of time and for which the institution has access rights.

### **B.6 E-books**

Count all licensed titles individually regardless of whether the books are licensed as a bundle or individually purchased.

### **B.7 Streamed products**

Count music and video products by title, not by segment (i.e. don't count individual songs).

## C. Enrollment & Staffing

### **C.1 Student enrollment**

Report the Full Load Equivalent (FLE) or Full Time Equivalent (FTE) enrollment as reported by the Registrar's office.

### **C.2 FTE faculty**

Report the Full Time Equivalent (FTE) number of faculty in the institution.

### **C.3 FTE library staff**

- a. Professional librarians: Report the FTE number of individuals with professional qualifications in librarianship and who are employed in positions requiring such qualifications.
- b. Library technicians: Report the FTE number of individuals who are graduates of a library and information technology diploma program and who are employed in positions requiring such qualifications.
- c. Other staff: Report the FTE number of individuals without professional librarian or library technician credentials working in administrative, clerical, or other support roles if they are paid from the library's operating budget. Include student assistants in this count.

## **D. Expenditures**

### **D.1 Operating expenditures**

- a. Staffing: All salaries and benefits for the staff listed in C3 (FTE library staff).
- b. Collections: Include all print and non-print resources, including electronic.
- c. All other operating expenditures: include all other library operating costs other than salaries, benefits, and collections (include supplies, telephone, and travel).

### **D.2 Capital expenditures**

Furniture and equipment with a value over \$1000.

### **D.3 Institutional expenditures**

Total expenditures for the institution: operating plus amortization of capital assets.

## **E. Library Transactions & Activities**

### **E.1 Circulations**

Count as circulations those items charged out to library users from the library's collection (do not include "in house" usage). Include renewals and reserve circulations.

### **E.2 Interlibrary borrowing**

This is the number of items borrowed from other libraries, including both returnables (loans) and non-returnables (copies). Count only those loans actually filled.

### **E.3 Interlibrary lending**

This is the number of items lent to other libraries, including both returnables (loans) and non-returnables (copies). Count only those loans actually filled.

### **E.4 Instructional sessions**

Report the number of instruction sessions. Count in-person and online synchronous instructional sessions conducted by library employees; do not include tours.

**E.5 Instructional participants**

Report the number of students attending instruction sessions (as defined previously).

**E.6 Reference transactions**

This is the total of all reference questions received, including by electronic means. Do not include directional questions, even if received at a reference service point.

**E.7 Gate count**

Report the total number of visitors, as recorded by gate or people counter system.

**E.8 Database searches**

Use COUNTER DB1 (R4) to find total number of searches executed in databases provided by COUNTER compliant vendors/publishers. A list of COUNTER compliant publishers and vendors can be found here: <https://www.projectcounter.org/about/register/>

**E.9 Full-text article requests**

Use COUNTER JR1 (R4) to find the total number of successful full-text article requests from COUNTER compliant vendors/publishers. A list of COUNTER compliant publishers and vendors can be found here: <https://www.projectcounter.org/about/register/>

**E.10 E-book usage**

Use COUNTER BR1 (R4) to find the number of successful title requests from COUNTER compliant vendors/publishers. A list of COUNTER compliant publishers and vendors can be found here: <https://www.projectcounter.org/about/register/>