

# Academic Libraries: 2012

First Look



NCES 2014-038  
U.S. DEPARTMENT OF EDUCATION

**ies** NATIONAL CENTER FOR  
EDUCATION STATISTICS  
Institute of Education Sciences

# Academic Libraries: 2012

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## Contents

Acknowledgments.....	iii
List of Tables .....	v
Introduction.....	1
Selected Findings .....	2
Tables.....	3
References.....	17
Appendix A: Technical Notes.....	19
Appendix B: Glossary.....	32
Appendix C: Survey Questionnaire and Instructions.....	34

## List of Tables

Table	Page
1. Total circulation, interlibrary loan transactions, and documents received from commercial services at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	4
2. Number of academic libraries, by public service hours per typical week, control, level, size, and Carnegie classification of institution: Fall 2012 .....	5
3. Gate count, and total information services to individuals and groups, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	6
4. Volumes held at end of fiscal year and number of academic libraries, by number of books, serial backfiles, and other paper materials including government documents, control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	7
5. Number of volumes, and units added during and held at the end of the fiscal year at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	8
6. Number and percentage distribution of different types of full-time equivalent (FTE) staff at academic libraries, by control, level, size, and Carnegie classification of institution: Fall year 2012 .....	9
7. Number of academic libraries and expenditures, by control, level, size, and Carnegie classification of institution: Fiscal 2012 .....	10
8. Number of academic libraries and expenditures, by selected expenditure categories, control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	11
9. Expenditures for different types of information resources at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	12
10. Operating expenditures for equipment and other selected expenditures at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	13
11. Percentage of academic libraries with selected electronic services, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	14

<b>Table</b>	<b>Page</b>
12. Percentage of academic libraries reporting information literacy activities, by control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	15
13. Percentage of academic libraries reporting virtual reference services, by type of virtual reference service reported, control, level, size, and Carnegie classification of institution: Fiscal year 2012 .....	16
A-1. Number and percentage of responding academic libraries, by level, control of institution, and item: 2012 .....	24
A-2. Number and percentage of nonresponding academic libraries, by level, control of institution, and state/jurisdiction: 2012.....	28
A-3. Total number of academic libraries, by level, control of institution, and state/jurisdiction: 2012.....	30

## Introduction

This report presents tabulations for the 2012 Academic Libraries Survey (ALS) conducted by the U.S. Department of Education's National Center for Education Statistics (NCES), within the Institute of Education Sciences. The 2012 ALS population included postsecondary institutions with all of the following: total library expenditures that exceed \$10,000; an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. In ALS, libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.

When academic libraries are referred to in this report, they will always be entities that are informational resources within degree-granting postsecondary institutions in the United States, including institutions that are eligible for Title IV aid and branch campuses of Title IV-eligible institutions.

NCES has conducted the ALS since 1966 at various intervals. However, beginning with the 1988 survey, the ALS has been conducted on a 2-year cycle. The survey focuses on library services, collections, library staff, expenditures, electronic services, and information literacy.

Because the purpose of this report is to introduce new NCES data through the presentation of tables containing descriptive information, only selected findings are presented. These findings have been chosen to demonstrate the range of information available from the study rather than to discuss all of the observed differences or focus on any particular issue.

Three appendixes follow this report. Appendix A contains technical notes, survey methodology, and methodological tables. Appendix B contains the glossary. Appendix C contains the survey questionnaire and instructions.



## Selected Findings

### Services

- Academic libraries loaned some 10.5 million documents to other libraries in fiscal year 2012 (table 1). Academic libraries also borrowed approximately 9.8 million documents from other libraries and commercial services.
- The majority of academic libraries, 2,417, were open between 60-99 hours during a typical week in the fall of 2012 (derived from table 2). Another 595 academic libraries were open 100 or more hours per typical week and only 67 were open less than 40 hours per typical week.
- In fiscal year 2012, academic libraries conducted approximately 28.9 million information services to individuals (table 3).

### Collections

- At the end of fiscal year 2012; there were 847 academic libraries that held less than 10,000 books, serial backfiles, and other paper materials including government documents and 223 academic libraries that held 1 million or more (derived from table 4).
- In fiscal year 2012, academic libraries added 52.7 million e-books, resulting in total e-books holdings of 252.6 million units (table 5).

### Staff

- Academic libraries reported 85,752 full-time equivalent (FTE) staff working in academic libraries during the fall of 2012 (table 6).
- Academic libraries reported 30,819 other paid staff working during the fall of 2012 who accounted for about 36 percent of the total number paid staff in academic libraries (table 6).

### Expenditures

- Just over half of academic libraries, 2,023, had total expenditures of less than \$500,000 in fiscal year 2012, while 1,104 academic libraries had total expenditures of \$1,000,000 or higher (derived from table 7).
- During fiscal year 2012, academic libraries spent about \$3.4 billion on salaries and wages, representing 49 percent of total library expenditures (table 8).
- Academic libraries spent a total of approximately \$2.8 billion on information resources (table 9). Of that, expenditures for electronic current serial subscriptions totaled about \$1.4 billion.
- During fiscal year 2012, academic libraries spent approximately \$123.6 million for bibliographic utilities, networks, and consortia (table 10).

### Electronic Services

- In fiscal year 2012, approximately 77 percent of academic libraries reported providing library reference service by e-mail or the Web (table 11).
- Less than half (43 percent) of academic libraries reported library staff digitizing documents in the fiscal year 2012 (table 11).

### Information Literacy

- Nearly three-quarters of academic libraries (71 percent) reported their institution has articulated student learning or student success outcomes in fiscal year 2012 (table 12).
- During fiscal year 2012, about 55 percent of academic libraries reported that they incorporated information literacy into student learning or student success outcomes (table 12).

### Virtual Reference

- During fiscal year 2012, about three-quarters (75 percent) of academic libraries reported that they supported virtual reference services (table 13).
- Almost one quarter (24 percent) of academic libraries reported that they utilized short message service or text messaging in fiscal year (table 13).

## Tables

**Table 1. Total circulation, interlibrary loan transactions, and documents received from commercial services at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Circulation		Interlibrary loan transactions and documents received from commercial services						
		General collection	Reserve collection	Loans provided to other libraries			Loans and documents received			
				Total	Returnable	Non-returnable <sup>1</sup>	Total	Returnable	Non-returnable <sup>1</sup>	From commercial services <sup>2</sup>
All U.S. academic libraries	3,793	116,891,247	37,517,764	10,518,321	6,444,299	4,074,022	9,789,151	5,387,173	4,141,922	260,056
Control										
Public	1,560	75,013,035	24,884,007	6,495,531	3,839,645	2,655,886	5,680,717	3,048,691	2,496,511	135,515
Private	2,233	41,878,212	12,633,757	4,022,790	2,604,654	1,418,136	4,108,434	2,338,482	1,645,411	124,541
Level <sup>3</sup>										
Total 4-year and above <sup>4</sup>	2,489	100,771,801	30,312,348	9,883,828	5,855,594	4,028,234	9,375,808	5,033,783	4,086,864	255,161
Doctor's	894	75,995,647	20,820,301	7,764,741	4,302,888	3,461,853	7,140,315	3,742,830	3,250,428	147,057
Master's	842	16,263,073	6,787,534	1,501,774	1,084,849	416,925	1,575,055	890,364	621,044	63,647
Bachelor's	753	8,513,081	2,704,513	617,313	467,857	149,456	660,438	400,589	215,392	44,457
Less than 4-year <sup>5</sup>	1,304	16,119,446	7,205,416	634,493	588,705	45,788	413,343	353,390	55,058	4,895
Size (FTE enrollment) <sup>6</sup>										
Less than 1,000	1,388	6,407,096	1,196,894	393,430	279,112	114,318	353,298	205,320	131,691	16,287
1,000 to 2,999	1,108	16,458,905	6,537,023	1,602,964	1,102,172	500,792	1,596,291	913,979	605,245	77,067
3,000 to 4,999	450	9,384,617	3,023,343	938,233	709,656	228,577	885,474	536,049	329,924	19,501
5,000 to 9,999	443	17,083,553	6,891,322	1,623,369	1,080,387	542,982	1,511,378	895,500	593,243	22,635
10,000 to 19,999	268	23,465,708	9,416,815	2,185,510	1,261,410	924,100	2,010,818	1,048,501	933,822	28,495
20,000 or more	136	44,091,368	10,452,367	3,774,815	2,011,562	1,763,253	3,431,892	1,787,824	1,547,997	96,071
Carnegie classification <sup>3</sup>										
Doctoral/Research	285	58,567,823	15,275,789	5,950,143	3,288,676	2,661,467	5,342,138	2,926,683	2,359,272	56,183
Master's I and II	638	21,555,309	7,147,319	2,165,963	1,382,626	783,337	2,312,232	1,135,255	1,057,111	119,866
Baccalaureate	566	11,849,371	5,276,483	1,213,079	906,863	306,216	1,233,640	768,316	390,021	75,303
Baccalaureate/Associate's	105	923,934	341,246	30,047	22,992	7,055	19,942	12,975	6,965	2
Associate's	1,422	17,511,754	7,702,333	686,923	633,836	53,087	459,595	388,831	65,428	5,336
Specialized	647	6,282,985	1,721,176	455,609	195,978	259,631	405,714	146,737	255,611	3,366
Not classified	130	200,071	53,418	16,557	13,328	3,229	15,890	8,376	7,514	0

<sup>1</sup>“Nonreturnable” refers to materials the supplier/lending library does not expect to have returned. Examples of nonreturnables 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.

<sup>2</sup>“Documents received from commercial services” refers to all documents from commercial document delivery services received by the library’s users. This includes all transactions that the library pays for, even if library staff is not involved in the transaction, and includes documents bought from providers such as Infotrieve, Ingenta, CISTI Document Delivery and Thomson Scientific - Document Solution.

<sup>3</sup>While “Level” and “Carnegie classification” are similar, there is not complete overlap in the two classifications. “Level” refers to the highest level of any degree offered by the institution. The “Carnegie classification” is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>4</sup>The number of doctoral, master’s, and bachelor’s level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>5</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>6</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 2. Number of academic libraries, by public service hours per typical week, control, level, size, and Carnegie classification of institution: Fall 2012**

Institutional characteristic	Total number of academic libraries	Public service hours per typical week							
		Less than 20	20 - 39	40 - 59	60 - 79	80 - 99	100 - 119	120 - 167	168 <sup>1</sup>
All U.S. academic libraries	3,793	16	51	714	1,519	898	432	132	31
Control									
Public	1,560	1	3	314	684	314	160	72	12
Private	2,233	15	48	400	835	584	272	60	19
Level <sup>2</sup>									
Total 4-year and above <sup>3</sup>	2,489	8	30	230	811	844	418	121	27
Doctor's	894	3	12	37	149	317	257	103	16
Master's	842	1	7	70	271	375	98	12	8
Bachelor's	753	4	11	123	391	152	63	6	3
Less than 4-year <sup>4</sup>	1,304	8	21	484	708	54	14	11	4
Size (FTE enrollment) <sup>5</sup>									
Less than 1,000	1,388	15	42	443	665	174	37	6	6
1,000 to 2,999	1,108	1	8	171	396	364	146	16	6
3,000 to 4,999	450	0	0	48	199	135	56	9	3
5,000 to 9,999	443	0	1	35	167	129	84	24	3
10,000 to 19,999	268	0	0	17	80	72	61	35	3
20,000 or more	136	0	0	0	12	24	48	42	10
Carnegie classification <sup>2</sup>									
Doctoral/Research	285	0	1	4	9	69	109	82	11
Master's I and II	638	0	2	7	101	365	133	23	7
Baccalaureate	566	0	5	29	134	265	117	11	5
Baccalaureate/Associate's	105	0	1	21	66	14	3	0	0
Associate's	1,422	5	24	480	810	74	12	11	6
Specialized	647	7	18	124	330	106	57	4	1
Not classified	130	4	0	49	69	5	1	1	1

<sup>1</sup>These libraries are open 24 hours a day, 7 days a week.

<sup>2</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>3</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>4</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>5</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 3. Gate count, and total information services to individuals and groups, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Gate count <sup>1</sup> during typical week in fall 2012	Total information services to individuals <sup>2</sup> fiscal year 2012	Information services to groups, fiscal year 2012	
				Total number of presentations	Total number served
All U.S. academic libraries	3,793	22,404,805	28,856,409	536,065	10,109,738
Control					
Public	1,560	14,918,140	19,241,454	339,036	6,876,905
Private	2,233	7,486,665	9,614,955	197,029	3,232,833
Level <sup>3</sup>					
Total 4-year and above <sup>4</sup>	2,489	17,625,517	20,110,908	386,737	7,204,883
Doctor's	894	11,885,312	13,173,475	249,989	4,795,308
Master's	842	3,780,181	3,949,028	79,727	1,408,543
Bachelor's	753	1,960,024	2,988,405	57,021	1,001,032
Less than 4-year <sup>5</sup>	1,304	4,779,288	8,745,501	149,328	2,904,855
Size (FTE enrollment) <sup>6</sup>					
Less than 1,000	1,388	1,143,329	2,745,786	46,730	710,361
1,000 to 2,999	1,108	3,594,086	4,668,462	93,006	1,617,005
3,000 to 4,999	450	2,491,337	3,030,440	59,718	1,084,992
5,000 to 9,999	443	4,299,851	5,200,547	103,448	2,059,402
10,000 to 19,999	268	4,886,870	6,612,252	113,140	2,117,353
20,000 or more	136	5,989,332	6,598,922	120,023	2,520,625
Carnegie classification <sup>3</sup>					
Doctoral/Research	285	8,129,705	9,046,851	167,501	3,237,696
Master's I and II	638	5,257,636	5,447,722	109,450	2,102,613
Baccalaureate	566	2,390,936	1,917,550	46,251	761,491
Baccalaureate/Associate's	105	229,823	524,810	10,625	174,248
Associate's	1,422	5,360,817	9,896,985	166,776	3,242,149
Specialized	647	969,593	1,860,133	30,458	512,673
Not classified	130	66,295	162,358	5,004	78,868

<sup>1</sup>"Gate count" is the number of persons who physically enter library facilities over the course of a typical week.

<sup>2</sup>"Information services to individuals" is the number of information contacts that involve the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff.

<sup>3</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>4</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>5</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>6</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 4. Volumes held at end of fiscal year and number of academic libraries, by number of books, serial backfiles, and other paper materials including government documents, control, level, size, and Carnegie classification of institutions: Fiscal year 2012**

Institutional characteristic	Volumes held at end of fiscal year	Number of academic libraries										
		Total	Number of books, serial backfiles, and other paper materials including government documents									
			Less than 5,000	5,000 to 9,999	10,000 to 19,999	20,000 to 29,999	30,000 to 49,999	50,000 to 99,999	100,000 to 249,999	250,000 to 499,999	500,000 to 999,999	1,000,000 or more
All U.S. academic libraries	1,099,951,212	3,793	645	202	242	219	461	660	675	289	177	223
Control												
Public	669,520,968	1,560	26	38	104	137	259	372	222	138	106	158
Private	430,430,244	2,233	619	164	138	82	202	288	453	151	71	65
Level <sup>1</sup>												
Total 4-year and above <sup>2</sup>	1,039,974,231	2,489	329	115	124	82	219	349	590	284	175	222
Doctor's	836,289,423	894	29	16	31	15	56	87	198	150	103	209
Master's	142,692,447	842	70	38	43	24	71	148	291	101	46	10
Bachelor's	60,992,361	753	230	61	50	43	92	114	101	33	26	3
Less than 4-year <sup>3</sup>	59,976,981	1,304	316	87	118	137	242	311	85	5	2	1
Size (FTE enrollment) <sup>4</sup>												
Less than 1,000	50,141,825	1,388	560	136	116	96	178	158	122	20	2	0
1,000 to 2,999	137,811,945	1,108	65	45	100	85	171	207	305	83	39	8
3,000 to 4,999	70,605,702	450	7	11	20	30	70	122	105	59	22	4
5,000 to 9,999	152,423,714	443	7	3	4	7	32	136	76	96	55	27
10,000 to 19,999	255,009,922	268	4	4	0	1	10	37	59	21	50	82
20,000 or more	433,958,104	136	2	3	2	0	0	0	8	10	9	102
Carnegie classification <sup>1</sup>												
Doctoral/Research	681,988,378	285	6	1	0	2	0	6	17	27	37	189
Master's I and II	193,027,382	638	13	7	9	6	13	89	232	156	91	22
Baccalaureate	112,055,092	566	21	10	17	14	35	129	219	68	42	11
Baccalaureate/Associate's	3,513,178	105	37	15	8	6	15	14	9	1	0	0
Associate's	65,034,086	1,422	366	97	122	138	257	334	98	7	2	1
Specialized	43,146,918	647	106	63	74	50	135	86	98	30	5	0
Not classified	1,186,178	130	96	9	12	3	6	2	2	0	0	0

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 5. Number of volumes, and units added during and held at the end of the fiscal year at academic libraries, by control, level, size, and Carnegie classification of institution:  
Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Number of volumes and units added during the fiscal year				Number of volumes and units held at the end of the fiscal year			
		Books, serial backfiles, and other paper materials, including government documents	E-books	Microform units	Audiovisual materials units	Books, serial backfiles, and other paper materials, including government documents	E-books	Microform units	Audiovisual materials units
All U.S. academic libraries	3,793	27,605,440	52,738,755	3,860,991	7,665,867	1,099,951,212	252,599,161	1,044,521,205	122,967,053
Control									
Public	1,560	17,133,860	27,251,780	2,216,019	6,129,072	669,520,968	136,180,907	705,524,985	90,839,468
Private	2,233	10,471,580	25,486,975	1,644,972	1,536,795	430,430,244	116,418,254	338,996,220	32,127,585
Level <sup>1</sup>									
Total 4-year and above <sup>2</sup>	2,489	25,053,596	45,958,429	3,807,925	7,305,811	1,039,974,231	224,481,548	1,030,236,709	118,156,623
Doctor's	894	20,903,400	28,245,813	3,320,334	6,279,272	836,289,423	145,741,234	862,299,239	103,048,238
Master's	842	2,955,242	10,609,961	348,930	691,181	142,692,447	43,896,039	147,238,607	11,215,516
Bachelor's	753	1,194,954	7,102,655	138,661	335,358	60,992,361	34,844,275	20,698,863	3,892,869
Less than 4-year <sup>3</sup>	1,304	2,551,844	6,780,326	53,066	360,056	59,976,981	28,117,613	14,284,496	4,810,430
Size (FTE enrollment) <sup>4</sup>									
Less than 1,000	1,388	1,341,937	4,620,879	162,746	188,178	50,141,825	23,840,081	21,319,882	3,348,534
1,000 to 2,999	1,108	2,891,637	13,729,894	420,904	548,531	137,811,945	54,568,500	88,982,925	8,418,594
3,000 to 4,999	450	1,498,148	6,399,574	316,371	340,520	70,605,702	26,710,942	72,073,843	5,019,306
5,000 to 9,999	443	2,734,086	7,426,156	523,078	442,378	152,423,714	37,008,711	168,848,607	8,281,718
10,000 to 19,999	268	6,470,496	7,894,534	848,668	1,084,953	255,009,922	40,941,719	261,486,111	24,846,847
20,000 or more	136	12,669,136	12,667,718	1,589,224	5,061,307	433,958,104	69,529,208	431,809,837	73,052,054
Carnegie classification <sup>1</sup>									
Doctoral/Research	285	18,358,882	20,514,847	2,547,398	5,827,066	681,988,378	111,152,494	690,823,692	95,689,570
Master's I and II	638	3,488,105	10,637,106	718,109	698,897	193,027,382	46,631,855	256,204,739	11,532,767
Baccalaureate	566	1,762,358	9,192,918	328,340	423,097	112,055,092	41,456,698	59,334,813	5,834,621
Baccalaureate/Associate's	105	116,218	939,303	2,299	90,474	3,513,178	3,496,290	844,556	273,452
Associate's	1,422	2,660,691	8,074,399	56,537	385,555	65,034,086	37,089,995	15,307,811	5,186,250
Specialized	647	1,097,066	2,829,926	208,243	237,274	43,146,918	10,206,638	21,989,393	4,411,599
Not classified	130	122,120	550,256	65	3,504	1,186,178	2,565,191	16,201	38,794

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 6. Number and percentage distribution of different types of full-time equivalent (FTE) staff at academic libraries, by control, level, size, and Carnegie classification of institution: Fall 2012**

Institutional characteristic	Total number of academic libraries	Total FTE staff <sup>1</sup>	Percent	Librarians and other professionals									
				Total		Librarians		Other professional staff		Other paid staff		Student assistants	
				FTE	Percent	FTE	Percent	FTE	Percent	FTE	Percent	FTE	Percent
All U.S. academic libraries	3,793	85,752	100.0	34,423	40.1	26,606	31.0	7,817	9.1	30,819	35.9	20,509	23.9
Control													
Public	1,560	51,064	59.5	19,601	22.9	15,124	17.6	4,477	5.2	20,175	23.5	11,288	13.2
Private	2,233	34,687	40.5	14,822	17.3	11,482	13.4	3,339	3.9	10,644	12.4	9,222	10.8
Level <sup>2</sup>													
Total 4-year and above <sup>3</sup>	2,489	74,241	86.6	29,325	34.2	22,504	26.2	6,821	8.0	26,609	31.0	18,308	21.3
Doctor's	894	55,386	64.6	21,580	25.2	16,243	18.9	5,337	6.2	21,038	24.5	12,768	14.9
Master's	842	12,491	14.6	4,995	5.8	4,066	4.7	929	1.1	3,809	4.4	3,688	4.3
Bachelor's	753	6,364	7.4	2,750	3.2	2,195	2.6	555	0.6	1,762	2.1	1,852	2.2
Less than 4-year <sup>4</sup>	1,304	11,510	13.4	5,098	5.9	4,102	4.8	996	1.2	4,211	4.9	2,202	2.6
Size (FTE enrollment) <sup>5</sup>													
Less than 1,000	1,388	5,579	6.5	2,782	3.2	2,210	2.6	572	0.7	1,103	1.3	1,694	2.0
1,000 to 2,999	1,108	12,958	15.1	5,459	6.4	4,390	5.1	1,069	1.2	3,887	4.5	3,612	4.2
3,000 to 4,999	450	8,006	9.3	3,365	3.9	2,683	3.1	682	0.8	2,579	3.0	2,063	2.4
5,000 to 9,999	443	14,232	16.6	5,578	6.5	4,432	5.2	1,146	1.3	5,197	6.1	3,457	4.0
10,000 to 19,999	268	18,478	21.5	7,177	8.4	5,558	6.5	1,619	1.9	7,573	8.8	3,729	4.3
20,000 or more	136	26,498	30.9	10,062	11.7	7,333	8.6	2,729	3.2	10,482	12.2	5,955	6.9
Carnegie classification <sup>2</sup>													
Doctoral/Research	285	40,981	47.8	15,654	18.3	11,410	13.3	4,244	4.9	16,224	18.9	9,102	10.6
Master's I and II	638	17,621	20.5	6,892	8.0	5,669	6.6	1,223	1.4	5,943	6.9	4,786	5.6
Baccalaureate	566	8,052	9.4	3,213	3.7	2,609	3.0	604	0.7	2,274	2.7	2,565	3.0
Baccalaureate/Associate's	105	803	0.9	397	0.5	349	0.4	48	0.1	169	0.2	237	0.3
Associate's	1,422	12,869	15.0	5,638	6.6	4,522	5.3	1,116	1.3	4,743	5.5	2,487	2.9
Specialized	647	5,045	5.9	2,399	2.8	1,886	2.2	513	0.6	1,423	1.7	1,223	1.4
Not classified	130	381	0.4	229	0.3	161	0.2	68	0.1	43	0.1	109	0.1

<sup>1</sup>Full-time equivalent (FTE) staff is calculated by dividing the total number of hours for all part-time positions by the number of hours the library defines as a full-time position.

<sup>2</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>3</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>4</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>5</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.



**Table 7. Number of academic libraries and expenditures, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Total expenditures	Expenditures								
			Less than \$20,000	\$20,000 to \$49,999	\$50,000 to \$99,999	\$100,000 to \$199,999	\$200,000 to \$299,999	\$300,000 to \$499,999	\$500,000 to \$999,999	\$1,000,000 to \$1,999,999	\$2,000,000 or more
All U.S. academic libraries	3,793	\$7,008,113,939	15	122	518	546	304	518	666	452	652
Control											
Public	1,560	4,077,793,189	0	4	29	141	164	237	351	230	404
Private	2,233	2,930,320,750	15	118	489	405	140	281	315	222	248
Level <sup>1</sup>											
Total 4-year and above <sup>2</sup>	2,489	6,394,887,084	7	66	266	345	143	303	395	343	621
Doctor's	894	5,215,877,494	1	8	23	49	28	70	104	148	463
Master's	842	796,598,625	3	14	59	113	60	139	201	144	109
Bachelor's	753	382,410,965	3	44	184	183	55	94	90	51	49
Less than 4-year <sup>3</sup>	1,304	613,226,855	8	56	252	201	161	215	271	109	31
Size (FTE enrollment) <sup>4</sup>											
Less than 1,000	1,388	308,933,525	15	118	463	401	131	155	66	26	13
1,000 to 2,999	1,108	854,089,930	0	4	48	132	144	256	299	140	85
3,000 to 4,999	450	527,213,419	0	0	2	8	28	89	147	111	65
5,000 to 9,999	443	1,085,506,153	0	0	2	3	1	16	129	118	174
10,000 to 19,999	268	1,645,740,040	0	0	2	1	0	0	24	56	185
20,000 or more	136	2,586,630,872	0	0	1	1	0	2	1	1	130
Carnegie classification <sup>1</sup>											
Doctoral/Research	285	4,092,329,981	0	0	0	0	0	4	11	17	253
Master's I and II	638	1,235,782,319	0	1	4	14	13	59	130	185	232
Baccalaureate	566	541,230,776	0	7	18	61	58	123	148	83	68
Baccalaureate/Associate's	105	44,152,415	0	7	26	28	6	15	14	3	6
Associate's	1,422	679,100,713	8	66	271	230	170	225	293	120	39
Specialized	647	395,089,322	5	29	122	185	56	87	68	43	52
Not classified	130	20,428,413	2	12	77	28	1	5	2	1	2

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 8. Number of academic libraries and expenditures, by selected expenditure categories, control, level, size, and Carnegie classification of institution:  
Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Total expenditures	Salaries and wages	Salaries and wages as a percentage of total expenditures	All information resources <sup>1</sup>	Operating expenditures <sup>2</sup>
All U.S. academic libraries	3,793	\$7,008,113,939	\$3,443,830,568	49.1	\$2,790,039,494	\$774,243,874
Control						
Public	1,560	4,077,793,189	2,060,065,923	50.5	1,572,279,128	445,448,136
Private	2,233	2,930,320,750	1,383,764,645	47.2	1,217,760,366	328,795,738
Level <sup>3</sup>						
Total 4-year and above <sup>4</sup>	2,489	6,394,887,084	2,995,817,563	46.8	2,671,174,296	727,895,222
Doctor's	894	5,215,877,494	2,340,345,402	44.9	2,264,298,933	611,233,156
Master's	842	796,598,625	439,318,223	55.1	278,339,019	78,941,383
Bachelor's	753	382,410,965	216,153,938	56.5	128,536,344	37,720,683
Less than 4-year <sup>5</sup>	1,304	613,226,855	448,013,005	73.1	118,865,198	46,348,652
Size (FTE enrollment) <sup>6</sup>						
Less than 1,000	1,388	308,933,525	180,674,585	58.5	98,843,047	29,415,893
1,000 to 2,999	1,108	854,089,930	446,298,364	52.3	322,113,345	85,678,221
3,000 to 4,999	450	527,213,419	293,663,664	55.7	180,311,172	53,238,583
5,000 to 9,999	443	1,085,506,153	567,069,394	52.2	407,478,063	110,958,696
10,000 to 19,999	268	1,645,740,040	784,770,880	47.7	679,939,764	181,029,394
20,000 or more	136	2,586,630,872	1,171,353,681	45.3	1,101,354,103	313,923,087
Carnegie classification <sup>3</sup>						
Doctoral/Research	285	4,092,329,981	1,785,396,202	43.6	1,802,253,385	504,680,391
Master's I and II	638	1,235,782,319	658,955,673	53.3	460,370,392	116,456,254
Baccalaureate	566	541,230,776	270,329,620	49.9	214,022,806	56,878,350
Baccalaureate/Associate's	105	44,152,415	26,971,223	61.1	12,627,117	4,554,075
Associate's	1,422	679,100,713	493,663,048	72.7	133,278,510	52,159,155
Specialized	647	395,089,322	195,567,413	49.5	161,252,355	38,269,554
Not classified	130	20,428,413	12,947,389	63.4	6,234,929	1,246,095

<sup>1</sup>"All information resources" includes books, serial backfiles, current serial subscriptions, document delivery/interlibrary loan, preservation, and other expenditures for information resources.

<sup>2</sup>"Operating expenditures" include computer hardware and software; bibliographic utilities, networks, and consortia; all other expenditures not already reported, including furniture and equipment; and any related maintenance costs.

<sup>3</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>4</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>5</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>6</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 9. Expenditures for different types of information resources at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	All information resources <sup>1</sup>	Books, serial backfiles, and other materials			Current serial subscriptions		Document delivery/inter-library loan		Preservation	Other expenditures for information resources
			Total	Electronic	Audiovisual	Total	Electronic	library loan			
All U.S. academic libraries	3,793	\$2,790,039,494	\$721,442,652	\$180,569,584	\$37,021,795	\$1,923,935,307	\$1,436,670,505	\$32,490,004	\$26,837,585	\$85,333,946	
Control											
Public	1,560	1,572,279,128	368,498,927	100,553,123	19,486,179	1,128,281,062	856,061,625	20,069,412	14,382,409	41,047,318	
Private	2,233	1,217,760,366	352,943,725	80,016,461	17,535,616	795,654,245	580,608,880	12,420,592	12,455,176	44,286,628	
Level <sup>2</sup>											
Total 4-year and above <sup>3</sup>	2,489	2,671,174,296	662,335,190	171,036,133	30,625,410	1,869,701,723	1,403,322,871	31,705,384	26,409,510	81,022,489	
Doctor's	894	2,264,298,933	546,281,491	147,061,722	20,664,425	1,598,656,772	1,218,208,297	25,237,665	22,224,273	71,898,732	
Master's	842	278,339,019	71,423,486	14,246,366	5,696,662	193,183,400	131,200,887	4,665,611	2,905,791	6,160,731	
Bachelor's	753	128,536,344	44,630,213	9,728,045	4,264,323	77,861,551	53,913,687	1,802,108	1,279,446	2,963,026	
Less than 4-year <sup>4</sup>	1,304	118,865,198	59,107,462	9,533,451	6,396,385	54,233,584	33,347,634	784,620	428,075	4,311,457	
Size (FTE enrollment) <sup>5</sup>											
Less than 1,000	1,388	98,843,047	30,344,954	6,126,052	1,970,141	60,621,303	33,164,835	926,840	1,115,032	5,834,918	
1,000 to 2,999	1,108	322,113,345	83,240,514	17,576,353	7,025,579	220,817,629	154,416,327	4,404,759	3,085,964	10,564,479	
3,000 to 4,999	450	180,311,172	46,685,564	9,259,884	3,884,764	125,065,270	84,123,399	2,093,870	1,598,700	4,867,768	
5,000 to 9,999	443	407,478,063	105,721,917	25,960,068	6,251,708	284,842,006	210,959,806	3,935,098	3,193,599	9,785,443	
10,000 to 19,999	268	679,939,764	176,727,341	40,933,068	8,257,033	475,347,599	363,644,729	6,582,758	6,171,233	15,110,833	
20,000 or more	136	1,101,354,103	278,722,362	80,714,159	9,632,570	757,241,500	590,361,409	14,546,679	11,673,057	39,170,505	
Carnegie classification <sup>2</sup>											
Doctoral/Research	285	1,802,253,385	450,995,636	121,307,427	14,733,316	1,257,638,015	981,063,236	20,077,043	18,409,352	55,133,339	
Master's I and II	638	460,370,392	105,485,492	25,543,000	7,939,076	334,392,056	233,855,853	6,686,590	3,606,532	10,199,722	
Baccalaureate	566	214,022,806	57,837,348	11,249,406	4,278,689	145,301,394	99,238,651	3,628,620	2,822,650	4,432,794	
Baccalaureate/Associate's	105	12,627,117	6,845,179	1,782,910	443,080	5,085,729	3,359,593	169,572	84,569	442,068	
Associate's	1,422	133,278,510	66,370,185	10,790,865	7,688,784	60,960,175	37,978,992	895,165	478,089	4,574,896	
Specialized	647	161,252,355	31,009,085	9,105,920	1,857,840	117,714,858	79,016,480	985,129	1,431,173	10,112,110	
Not classified	130	6,234,929	2,899,727	790,056	81,010	2,843,080	2,157,700	47,885	5,220	439,017	

<sup>1</sup>All information resources" includes books, serial backfiles, current serial subscriptions, document delivery/interlibrary loan, preservation, and other expenditures for information resources.

<sup>2</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The

"Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>3</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>4</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>5</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 10. Operating expenditures for equipment and other selected expenditures at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Total number of academic libraries	Operating expenditures		
		Computer hardware and software	Bibliographic utilities, networks, and consortia	Other operating expenditures <sup>1</sup>
All U.S. academic libraries	3,793	\$143,660,400	\$123,649,865	\$506,933,609
Control				
Public	1,560	90,582,709	71,924,859	282,940,568
Private	2,233	53,077,691	51,725,006	223,993,041
Level <sup>2</sup>				
Total 4-year and above <sup>3</sup>	2,489	133,006,414	111,750,652	483,138,156
Doctor's	894	108,530,716	80,531,335	422,171,105
Master's	842	16,700,475	22,361,309	39,879,599
Bachelor's	753	7,775,223	8,858,008	21,087,452
Less than 4-year <sup>4</sup>	1,304	10,653,986	11,899,213	23,795,453
Size (FTE enrollment) <sup>5</sup>				
Less than 1,000	1,388	6,844,437	7,502,483	15,068,973
1,000 to 2,999	1,108	18,611,590	21,921,911	45,144,720
3,000 to 4,999	450	10,623,408	14,373,832	28,241,343
5,000 to 9,999	443	21,883,903	22,837,331	66,237,462
10,000 to 19,999	268	27,534,154	26,302,675	127,192,565
20,000 or more	136	58,162,908	30,711,633	225,048,546
Carnegie classification <sup>2</sup>				
Doctoral/Research	285	85,243,859	56,797,369	362,639,163
Master's I and II	638	25,443,537	29,863,669	61,149,048
Baccalaureate	566	10,406,432	14,873,795	31,598,123
Baccalaureate/Associate's	105	1,276,004	1,275,978	2,002,093
Associate's	1,422	11,471,684	12,880,559	27,806,912
Specialized	647	9,594,351	7,750,260	20,924,943
Not classified	130	224,533	208,235	813,327

<sup>1</sup>"Other operating expenditures" are all other expenditures not already reported, and include furniture and equipment except computer hardware, and any related maintenance costs.

<sup>2</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>3</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>4</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>5</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 11. Percentage of academic libraries with selected electronic services, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Documents digitized by library staff	Library reference service by e-mail or the Web	Technology to assist patrons with disabilities	Electronic theses and dissertations produced
All U.S. academic libraries	42.6	77.0	55.2	19.9
Control				
Public	47.4	88.4	79.2	20.1
Private	39.2	69.1	38.5	19.7
Level <sup>1</sup>				
Total 4-year and above <sup>2</sup>	52.6	80.1	53.1	30.1
Doctor's	70.6	87.7	66.2	57.5
Master's	52.0	82.1	51.1	20.9
Bachelor's	32.0	68.9	39.7	7.7
Less than 4-year <sup>3</sup>	23.4	71.1	59.3	0.5
Size (FTE enrollment) <sup>4</sup>				
Less than 1,000	24.1	59.4	30.0	8.4
1,000 to 2,999	45.3	81.5	55.4	15.5
3,000 to 4,999	48.0	89.3	73.3	19.1
5,000 to 9,999	60.9	91.4	84.0	31.6
10,000 to 19,999	65.7	94.8	88.4	47.0
20,000 or more	86.0	97.1	91.2	83.1
Carnegie classification <sup>1</sup>				
Doctoral/Research	91.2	97.2	87.7	89.1
Master's I and II	69.6	93.7	71.3	42.6
Baccalaureate	58.5	86.4	51.6	19.1
Baccalaureate/Associate's	18.1	63.8	34.3	1.9
Associate's	22.4	71.8	59.3	0.6
Specialized	34.5	61.5	28.1	15.5
Not classified	14.6	54.6	27.7	7.7

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: Total number of institutions responding to each question is shown in appendix A, table A-1. Data were not imputed for nonresponse.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 12. Percentage of academic libraries reporting information literacy activities, by control, level, size, and Carnegie classification of institution: Fiscal year 2012**

State/jurisdiction	Articulated student learning/student success outcomes	Incorporated information literacy into student learning/student success outcomes
All U.S. academic libraries	70.9	54.5
Control		
Public	81.3	61.5
Private	63.5	49.6
Level <sup>1</sup>		
Total 4-year and above <sup>2</sup>	70.4	54.2
Doctor's	72.5	55.6
Master's	72.1	53.7
Bachelor's	66.0	53.3
Less than 4-year <sup>3</sup>	71.8	55.0
Size (FTE enrollment) <sup>4</sup>		
Less than 1,000	58.5	46.6
1,000 to 2,999	74.4	55.1
3,000 to 4,999	83.3	61.8
5,000 to 9,999	80.8	61.9
10,000 to 19,999	80.2	65.3
20,000 or more	76.5	61.0
Carnegie classification <sup>1</sup>		
Doctoral/Research	75.8	57.2
Master's I and II	82.1	64.7
Baccalaureate	75.4	52.7
Baccalaureate/Associate's	64.8	52.4
Associate's	72.2	56.2
Specialized	54.9	41.9
Not classified	55.4	52.3

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: Total number of institutions responding to each question is shown in Appendix A, Table A-1. Data were not imputed for nonresponse.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table 13. Percentage of academic libraries reporting virtual reference services, by type of virtual reference service reported, control, level, size, and Carnegie classification of institution: Fiscal year 2012**

Institutional characteristic	Supported virtual reference services	Type of virtual reference service reported			
		E-mail reference	Chat reference, commercial service	Chat reference, instant messaging applications	Short message service or text messaging
All U.S. academic libraries	74.6	72.9	26.6	32.8	24.3
Control					
Public	86.5	84.7	35.3	41.3	30.3
Private	66.3	64.7	20.5	27.0	20.1
Level <sup>1</sup>					
Total 4-year and above <sup>2</sup>	77.7	76.7	28.4	37.8	29.5
Doctor's	85.8	85.3	36.4	53.5	39.8
Master's	79.2	78.5	22.2	34.0	22.9
Bachelor's	66.5	64.3	25.9	23.4	24.7
Less than 4-year <sup>3</sup>	68.6	65.8	23.1	23.5	14.2
Size (FTE enrollment) <sup>4</sup>					
Less than 1,000	55.5	53.3	15.1	14.0	12.0
1,000 to 2,999	79.5	78.2	20.8	32.9	20.9
3,000 to 4,999	88.2	86.7	34.9	42.4	28.2
5,000 to 9,999	89.4	87.6	42.7	51.2	40.0
10,000 to 19,999	94.0	93.3	50.7	60.1	43.7
20,000 or more	97.1	97.1	63.2	79.4	74.3
Carnegie classification <sup>1</sup>					
Doctoral/Research	97.2	96.8	54.7	76.5	64.2
Master's I and II	92.5	92.2	39.3	54.7	37.1
Baccalaureate	83.6	82.7	17.8	36.7	25.6
Baccalaureate/Associate's	63.8	59.0	21.0	22.9	21.9
Associate's	69.5	66.9	25.6	23.6	16.9
Specialized	56.4	55.2	12.7	13.9	10.8
Not classified	52.3	48.5	24.6	16.2	16.2

<sup>1</sup>While "Level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. *Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005.

<sup>2</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>3</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>4</sup>Full-time equivalent (FTE) enrollment of the institution is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: Total number of institutions responding to each question is shown in Appendix A, Table A-1. Data were not imputed for nonresponse.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

## References

### Data Files

Phan, T., Hardesty, L., and Hug, J. (2013). *Documentation for the Academic Libraries Survey (ALS) Restricted-Use Data File: 2012* (NCES 2014-040). National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education. Washington, DC.

### Other Information Sources

*Carnegie Classification of Institutions of Higher Education, 2005 Edition*. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2005 (<http://classifications.carnegiefoundation.org/>).

*Higher Education Directory, 2011 Edition*. Falls Church, VA: Higher Education Publications, Inc. (<http://www.hepinc.com>).



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## Appendix A: Technical Notes

### Technical Notes

#### *History of Academic Libraries Survey data collection*

From 1988 to 1998, the Academic Libraries Survey (ALS) was a part of the Integrated Postsecondary Education Data System (IPEDS). IPEDS is the U.S. Department of Education's vehicle for collecting data from all postsecondary institutions in the United States. Topics included within IPEDS are institutional characteristics, fall enrollment, completions, finance, faculty salaries, and fall staff. Beginning in the year 2000, the ALS began collecting data independent from the IPEDS data collection; however, data from the ALS can still be linked to IPEDS data using the institution's unique unit identification number (UNITID). IPEDS serves as the frame, or universe, of degree-granting postsecondary institutions from which eligible institutions are selected for the current ALS administration.

#### *Topics covered and time frames*

The tables in this publication summarize library services (including electronic services), library staff, library collections, and library expenditures for libraries in degree-granting postsecondary institutions in the 50 states and the District of Columbia. Library staff data are for the fall of 2012. Library circulation, interlibrary loans, operating expenditures, and library collections data are for fiscal year 2012.

Gate count and public services hours were counted during a typical week in the fall of 2012 that reflected a time period that was neither unusually busy nor unusually slow. A typical week did not include a time when key staff were on vacation, or days when unusual events were taking place on the campus or in the library. A typical week for data collection was chosen when the library was open during its regular hours. A typical week was defined as any seven consecutive calendar days. If waiting for a typical week in the fall of 2012 would delay the data collection, data from a typical week from the preceding fiscal year was used. If the library had data for the entire year, that number was divided by the number of weeks that the library was open.

#### *Changes in the survey form and definitions of key terms since 2000*

On an as-needed basis, the National Center for Education Statistics (NCES) revises the ALS survey form to reflect changes that have occurred in the services, collections, expenditure accounting, and staffing of academic libraries. For example, in 1996, a number of questions were added on electronic services. In 1998, a substantial number of additional changes were made, especially in the collections and expenditures sections. These changes reflect the extensive changes in library services that occurred with regard to the development of electronic media. In 2010, "reference sources per typical week" was changed to "total information services to individuals," which is an annual figure. This was a change to the terminology to conform to the existing "information services to groups." In 2012, several questions were removed from the survey. Current serial titles and electronic reference sources and aggregation services were removed from the library collection section. The information services to individuals questions were removed from the library services section. The five information literacy section questions were replaced with two questions involving student learning/student success outcomes. For more information about the 2012 ALS, refer to <http://nces.ed.gov/surveys/libraries/>.

## **Methodology**

### ***Scope***

The ALS was fielded in the fall of 2012 as a web-based survey. This is a universe survey that collects data on libraries in degree-granting postsecondary institutions in the United States. The ALS data file and this report cover all academic libraries in degree-granting postsecondary institutions in the United States, including institutions that are Title IV program participants and branch campuses of Title IV program participating institutions.

### ***Coverage and response rates***

There were a total of 3,793 degree-granting postsecondary institutions in the 50 states and the District of Columbia that had academic libraries in 2012. The response rate among these institutions was approximately 85.3 percent.

Methodological tables A-1 and A-2 present further information on response rates. The first two rows of table A-1 present the number of academic libraries and the number and percentage of respondents by level and control of institution. Row 2 shows unit response rates. The remaining rows show the number and percentage of all libraries responding for each item (i.e., overall response rates). Overall response rates represent the combined effect of unit and item nonresponse. Table A-2 shows the number and percentage of nonrespondents by control and level of institution and by state/jurisdiction (unit response rates).

### ***Data collection procedures***

The U.S. Census Bureau, Governments Division collected and processed the ALS data for NCES. In 1990, an NCES/IPEDS ALS Improvement Project was begun with the assistance of the National Commission on Libraries and Information Science and the American Library Association's Office of Research and Statistics. The project identified a librarian in each state/jurisdiction to work with IPEDS state/jurisdiction data coordinators in submitting library data to NCES. For the 1990, 1992, 1994, 1996, and 1998 data collections, many of those library representatives took major responsibility for collecting data in their respective state/jurisdiction. For the 2012 web-based data collection, state/jurisdiction-level library representatives were available to provide prompt responses from librarians and to assist in problem resolution when anomalies were discovered in responses from the academic librarians.

## Editing and Imputation

### *Editing*

The web-based data collection application features internal edit checks. An edit check tool alerts the respondent to questionable data via interactive “edit check warnings” during the data entry process and through edit check reports that can be viewed on the screen or printed. The edit check program enables the respondent to submit edited data to NCES, which usually requires little or no follow-up for data problems. The edit check tool includes seven types of edits:

- *Summations* – Reported totals are compared with the sums of the component data items. If they are not equal, a warning message is generated.
- *Relational edit checks* – The program compares responses entered in one section of the questionnaire with responses entered in another section of the questionnaire for consistency. For example, if a librarian reports that books and bound serials were added during the fiscal year, the program would look for some expenditure to be reported for books and bound serials. If the former is reported without the latter, an error message is generated. Another example is the number of volumes of print materials added during the fiscal year cannot exceed the total number of volumes held at the end of the fiscal year.
- *Range checks* – An error message is generated if responses are above or below expected amounts. For example, if e-books added during the fiscal year were greater than 250,000, an error message is generated. If the reported hours of service are greater than 168 hours per week, an error message is generated.
- *Current year/prior year comparisons* – If the current year data do not fall within the “acceptable range” for the prior reporting period, an error message is generated.
- *Ratios* – The ratio of one item to another must not exceed a limit, such as when the ratio of program attendance to the number of presentations exceeds an upper limit and is not reasonable, an error message will be generated.
- *Item comparison* – If one item should not exceed another, such as books added during the year should not exceed books held at the end of the year, an error message will be generated.
- *Missing or blank items* – If an item is not reported by a respondent, such as missing total expenditures, an error message will be generated.

After responses were received, the Census Bureau reviewed the data and contacted respondents with questionable data to request verification or correction of that data. Data records were aggregated into preliminary draft tables, which were reviewed by NCES and the Census Bureau for data quality issues.

## *Imputation*

When surveys are sent to the Census Bureau for processing, responses are not always given for every data item. In order to make complete datasets for constructing estimates of totals, imputation for the missing data items is necessary. This section describes the imputation methods used to fill in for the missing data.

For imputation, institutions were grouped into 27 imputation cells. The imputation cells were determined based on sector and full-time equivalent (FTE) enrollment. The sector categories used are (1) public, 4-year or above; (2) private nonprofit, 4-year or above; (3) private for profit, 4-year or above; (4) public, 2-year; (5) private nonprofit, 2-year; and (6) private for profit, 2-year. The following imputation methodologies were used to fill data for missing values:

- If a value was missing and prior year (FY 2010 or FY 2008) data were available and were not expected to change, then the missing value was filled with the value in the prior year. For example, the number of reported Branches and Independent Libraries (Item 100) is likely to remain constant from year to year, so the prior year value was brought forward, if the current year was not reported.
- If a value was missing, prior year data were available, and the value was expected to change from the prior year, then the missing value was filled with the prior year value multiplied by the median growth rate within the imputation cell. For example, the number of Full-time Librarians (Item 200, column 1) is expected to change from year to year, so this imputation method was used.
- If a value was missing and prior year data were unavailable or older than FY 2008, then data were imputed using the current year median cell distribution ratio. For example, E-books Added (Item 401, column 1) was imputed using the value of E-books Held (Item 401, column 2) multiplied by the median cell distribution ratio of E-books Added to E-books Held.
- If there were missing current year data that prevented the use of a current year median cell distribution ratio, then the data were imputed using the current year cell median. For example, if it was not possible to impute E-books Added using a current year median cell distribution ratio because E-books Held was missing, then E-books Added was imputed with the current year cell median.
- After imputation, if a total was missing or known to need adjustment, then the total was readjusted to equal the sum of its detail items.

None of the yes/no variables (Electronic Services (Items 700-703), Information Literacy (Items 800-801), or Virtual Reference items (900-904)) were imputed.

## **Classifications used in the report**

The tables in this report present the data by control (public, private); level of highest degree offered—a categorization based on the IPEDS classification of the highest degree awarded by the institution (doctor's, master's, bachelor's, and less than 4-year); size of FTE enrollment (less than 1,000; 1,000 to 2,999; 3,000 to 4,999; 5,000 to 9,999; 10,000 to 19,999; 20,000 or more); and the institution's 2005 Carnegie classification. Reports prior to 2008 used the 2000 Carnegie classification and different FTE enrollment sizes.

## ***Caution on the use of data by state/jurisdiction, and by level and control of institution***

This is a descriptive report that focuses on information from a census of academic libraries in 2012. The presentation of numbers, proportions, and percentages is descriptive only of libraries in the period referenced. While data were imputed for nonresponse, the number of unit nonresponses can vary by state/jurisdiction and affect the reliability of the state/jurisdiction data. See methodological table A-1 for item response rates by level and control of institution. Methodological table A-2 presents the distribution of the set of unit nonrespondents by state/jurisdiction and by level and control of institution. The data user should be especially cautious in using data at a level of detail where the nonresponse rate was 15 percent or greater. Methodological table A-3 gives the number of academic libraries by state/jurisdiction, level, and control of institution.

**Table A-1. Number and percentage of responding academic libraries, by level, control of institution, and item: 2012**

Item	Total post-secondary degree granting institutions		4-year institutions									Less than 4-year <sup>2</sup>		Public		Private	
			Total 4-year institutions <sup>1</sup>		Highest level of degree						Total res-ponding		Total res-ponding		Total res-ponding		
					Doctor's		Master's		Bachelor's								
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding
All institutions	3,793	100.0	2,489	100.0	894	100.0	842	100.0	753	100.0	1,304	100.0	1,560	100.0	2,233	100.0	
Responding libraries	3,236	85.3	2,141	86.0	812	90.8	732	86.9	597	79.3	1,095	84.0	1,482	95.0	1,754	78.5	
<b>Library staff</b>																	
Number of FTEs <sup>3</sup>																	
Librarians	3,172	83.6	2,099	84.3	797	89.1	723	85.9	579	76.9	1,073	82.3	1,474	94.5	1,698	76.0	
Other professional staff	3,172	83.6	2,099	84.3	797	89.1	723	85.9	579	76.9	1,073	82.3	1,473	94.4	1,699	76.1	
Total librarians and other professional staff	3,177	83.8	2,103	84.5	801	89.6	723	85.9	579	76.9	1,074	82.4	1,475	94.6	1,702	76.2	
All other paid staff	3,174	83.7	2,101	84.4	800	89.5	723	85.9	578	76.8	1,073	82.3	1,474	94.5	1,700	76.1	
Student assistants	3,146	82.9	2,081	83.6	792	88.6	716	85.0	573	76.1	1,065	81.7	1,464	93.8	1,682	75.3	
Total FTE <sup>3</sup> staff	3,144	82.9	2,080	83.6	792	88.6	716	85.0	572	76.0	1,064	81.6	1,463	93.8	1,681	75.3	
Salaries and Wages																	
Total librarians and other professional staff	3,039	80.1	2,019	81.1	777	86.9	694	82.4	548	72.8	1,020	78.2	1,431	91.7	1,608	72.0	
All other paid staff	3,103	81.8	2,056	82.6	788	88.1	706	83.8	562	74.6	1,047	80.3	1,443	92.5	1,660	74.3	
Student assistants	2,990	78.8	1,988	79.9	766	85.7	684	81.2	538	71.4	1,002	76.8	1,400	89.7	1,590	71.2	
Total salaries and wages	2,939	77.5	1,957	78.6	758	84.8	679	80.6	520	69.1	982	75.3	1,394	89.4	1,545	69.2	
Employee fringe benefits	3,163	83.4	2,091	84.0	795	88.9	721	85.6	575	76.4	1,072	82.2	1,472	94.4	1,691	75.7	
<b>Library expenditures</b>																	
Total salaries and wages	2,939	77.5	1,957	78.6	758	84.8	679	80.6	520	69.1	982	75.3	1,394	89.4	1,545	69.2	
Information resources:																	
Books, serial backfiles, and other materials																	
Electronic	2,798	73.8	1,858	74.6	701	78.4	645	76.6	512	68.0	940	72.1	1,341	86.0	1,457	65.2	
Audiovisual	2,909	76.7	1,923	77.3	721	80.6	668	79.3	534	70.9	986	75.6	1,371	87.9	1,538	68.9	
Current serials	3,076	81.1	2,041	82.0	778	87.0	709	84.2	554	73.6	1,035	79.4	1,445	92.6	1,631	73.0	
Electronic serials	2,869	75.6	1,904	76.5	727	81.3	668	79.3	509	67.6	965	74.0	1,364	87.4	1,505	67.4	
Other information resources:																	
Document delivery/interlibrary loan	3,073	81.0	2,038	81.9	774	86.6	708	84.1	556	73.8	1,035	79.4	1,439	92.2	1,634	73.2	
Preservation	3,070	80.9	2,034	81.7	773	86.5	707	84.0	554	73.6	1,036	79.4	1,437	92.1	1,633	73.1	
Other expenditures for information resources	3,058	80.6	2,027	81.4	773	86.5	705	83.7	549	72.9	1,031	79.1	1,436	92.1	1,622	72.6	
Operating expenditures:																	
Computer hardware and software	3,055	80.5	2,025	81.4	766	85.7	709	84.2	550	73.0	1,030	79.0	1,432	91.8	1,623	72.7	
Bibliographic utilities, networks, and consortia	3,061	80.7	2,029	81.5	773	86.5	707	84.0	549	72.9	1,032	79.1	1,433	91.9	1,628	72.9	
All other operating expenditures <sup>4</sup>	3,053	80.5	2,024	81.3	773	86.5	704	83.6	547	72.6	1,029	78.9	1,436	92.1	1,617	72.4	
Total expenditures	2,873	75.7	1,914	76.9	739	82.7	671	79.7	504	66.9	959	73.5	1,372	87.9	1,501	67.2	

See notes at end of table.

**Table A-1. Number and percentage of responding academic libraries, by level, control of institution, and item: 2012—Continued**

Item	Total post-secondary degree granting institutions		4-year institutions									Less than 4-year <sup>2</sup>		Public		Private	
			Total 4-year institutions <sup>1</sup>		Highest level of degree						Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	
	Total res-ponding	Percent	Doctor's		Master's		Bachelor's										
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent							
<b>Library collections</b>																	
Library collection entirely electronic	3,183	83.9	2,112	84.9	798	89.3	727	86.3	587	78.0	1,071	82.1	1,450	92.9	1,733	77.6	
Books, serial backfiles, and other paper materials, added	3,080	81.2	2,050	82.4	774	86.6	709	84.2	567	75.3	1,030	79.0	1,420	91.0	1,660	74.3	
Books, serial backfiles, and other paper materials, EOFY <sup>5</sup>	3,121	82.3	2,083	83.7	790	88.4	717	85.2	576	76.5	1,038	79.6	1,430	91.7	1,691	75.7	
E-Books, added	2,994	78.9	2,012	80.8	754	84.3	701	83.3	557	74.0	982	75.3	1,368	87.7	1,626	72.8	
E-Books, EOFY <sup>5</sup>	2,994	78.9	2,024	81.3	772	86.4	700	83.1	552	73.3	970	74.4	1,372	87.9	1,622	72.6	
Microforms, added	2,955	77.9	1,993	80.1	752	84.1	694	82.4	547	72.6	962	73.8	1,353	86.7	1,602	71.7	
Microforms, EOFY <sup>5</sup>	2,967	78.2	2,010	80.8	764	85.5	694	82.4	552	73.3	957	73.4	1,366	87.6	1,601	71.7	
Audiovisual materials, added	3,046	80.3	2,028	81.5	761	85.1	704	83.6	563	74.8	1,018	78.1	1,403	89.9	1,643	73.6	
Audiovisual materials, EOFY <sup>5</sup>	3,063	80.8	2,043	82.1	770	86.1	708	84.1	565	75.0	1,020	78.2	1,409	90.3	1,654	74.1	
<b>Library services</b>																	
Interlibrary loans provided																	
Returnable	3,069	80.9	2,042	82.0	771	86.2	704	83.6	567	75.3	1,027	78.8	1,410	90.4	1,659	74.3	
Nonreturnable <sup>6</sup>	3,071	81.0	2,043	82.1	772	86.4	703	83.5	568	75.4	1,028	78.8	1,413	90.6	1,658	74.2	
Total provided	3,095	81.6	2,068	83.1	792	88.6	708	84.1	568	75.4	1,027	78.8	1,422	91.2	1,673	74.9	
Interlibrary loans received																	
Returnable	3,080	81.2	2,052	82.4	772	86.4	705	83.7	575	76.4	1,028	78.8	1,412	90.5	1,668	74.7	
Nonreturnable <sup>6</sup>	3,079	81.2	2,050	82.4	772	86.4	703	83.5	575	76.4	1,029	78.9	1,413	90.6	1,666	74.6	
Documents delivered from commercial services <sup>7</sup>																	
Total received	3,082	81.3	2,054	82.5	772	86.4	707	84.0	575	76.4	1,028	78.8	1,410	90.4	1,672	74.9	
General circulation transactions	3,091	81.5	2,062	82.8	784	87.7	706	83.8	572	76.0	1,029	78.9	1,419	91.0	1,672	74.9	
Reserve circulation transactions	2,980	78.6	1,996	80.2	756	84.6	688	81.7	552	73.3	984	75.5	1,382	88.6	1,598	71.6	
Number of presentations	3,111	82.0	2,078	83.5	794	88.8	712	84.6	572	76.0	1,033	79.2	1,429	91.6	1,682	75.3	
Total attendance at all presentations	3,090	81.5	2,062	82.8	790	88.4	706	83.8	566	75.2	1,028	78.8	1,425	91.3	1,665	74.6	
Total services to individuals	3,000	79.1	2,003	80.5	772	86.4	681	80.9	550	73.0	997	76.5	1,380	88.5	1,620	72.5	
<b>Library services, typical week</b>																	
Hours open, typical week	3,134	82.6	2,092	84.0	798	89.3	718	85.3	576	76.5	1,042	79.9	1,439	92.2	1,695	75.9	
Gate count, <sup>8</sup> typical week	3,002	79.1	1,995	80.2	757	84.7	687	81.6	551	73.2	1,007	77.2	1,385	88.8	1,617	72.4	

See notes at end of table.



**Table A-1. Number and percentage of responding academic libraries, by level, control of institution, and item: 2012—Continued**

Item	Total post-secondary degree granting institutions		4-year institutions									Less than 4-year <sup>2</sup>		Public		Private	
			Total 4-year institutions <sup>1</sup>		Highest level of degree												
					Doctor's		Master's		Bachelor's								
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding						
<b>Electronic services</b>																	
Library services provided:																	
Documents digitized by library staff	3,138	82.7	2,093	84.1	797	89.1	719	85.4	577	76.6	1,045	80.1	1,444	92.6	1,694	75.9	
Library reference service by e-mail or Web	3,139	82.8	2,094	84.1	797	89.1	719	85.4	578	76.8	1,045	80.1	1,444	92.6	1,695	75.9	
Technology to assist patrons with disabilities	3,136	82.7	2,092	84.0	796	89.0	719	85.4	577	76.6	1,044	80.1	1,444	92.6	1,692	75.8	
Electronic theses and dissertations produced by students	3,138	82.7	2,093	84.1	797	89.1	719	85.4	577	76.6	1,045	80.1	1,444	92.6	1,694	75.9	
<b>Information Literacy</b>																	
Articulated student learning/student success outcomes	3,134	82.6	2,088	83.9	795	88.9	715	84.9	578	76.8	1,046	80.2	1,444	92.6	1,690	75.7	
Incorporated information literacy into student learning/success outcomes	3,133	82.6	2,087	83.8	795	88.9	715	84.9	577	76.6	1,046	80.2	1,444	92.6	1,689	75.6	
<b>Virtual Reference</b>																	
Library supports virtual reference	3,139	82.8	2,093	84.1	798	89.3	717	85.2	578	76.8	1,046	80.2	1,446	92.7	1,693	75.8	
Library utilizes e-mail reference	3,139	82.8	2,093	84.1	798	89.3	717	85.2	578	76.8	1,046	80.2	1,446	92.7	1,693	75.8	
Library utilizes chat reference, commercial services	3,139	82.8	2,093	84.1	798	89.3	717	85.2	578	76.8	1,046	80.2	1,446	92.7	1,693	75.8	
Library utilizes chat reference, instant messaging	3,139	82.8	2,093	84.1	798	89.3	717	85.2	578	76.8	1,046	80.2	1,446	92.7	1,693	75.8	
Library utilizes short message service	3,138	82.7	2,092	84.0	798	89.3	716	85.0	578	76.8	1,046	80.2	1,446	92.7	1,692	75.8	

<sup>1</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are thus not included in the breakdown.

<sup>2</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

<sup>3</sup>FTE = Full-time equivalent.

<sup>4</sup>"Other operating expenditures" are all other expenditures not already reported, and include furniture and equipment except computer hardware, and any related maintenance costs.

<sup>5</sup>EOFY = End of fiscal year.

<sup>6</sup>"Nonreturnable" refers to materials that the supplier/lending library does not expect to have returned. Examples of nonreturnables 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.

<sup>7</sup>"Documents received from commercial services" refers to all documents from commercial document delivery services received by the library's users. This includes all transactions that the library pays for, even if library staff is not involved in the transaction.

<sup>8</sup>"Gate count" is the number of persons who physically enter library facilities over the course of a typical week.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

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**Table A-2. Number and percentage of nonresponding academic libraries, by level, control of institution, and state/jurisdiction: 2012**

State/jurisdiction	Total postsecondary degree-granting institutions		4-year institutions									Less than 4-year <sup>2</sup>		Public		Private	
	Number	Percent	Total 4-year institutions <sup>1</sup>		Highest level of degree						Number	Percent	Number	Percent	Number	Percent	
			Number	Percent	Doctor's		Master's		Bachelor's								
					Number	Percent	Number	Percent	Number	Percent							
United States	557	14.7	348	14.0	82	9.2	110	13.1	156	20.7	209	16.0	78	5.0	479	21.5	
Alabama	3	4.3	2	4.8	1	6.7	1	8.3	0	0.0	1	3.6	0	0.0	3	9.7	
Alaska	2	33.3	1	25.0	0	0.0	0	0.0	1	100.0	1	50.0	1	20.0	1	100.0	
Arizona	15	25.4	13	39.4	2	20.0	2	28.6	9	56.3	2	7.7	1	4.2	14	40.0	
Arkansas	6	13.0	4	16.7	0	0.0	2	25.0	2	20.0	2	9.1	3	9.1	3	23.1	
California	83	23.0	47	23.0	15	16.7	14	21.9	18	36.0	36	22.9	12	8.1	71	33.5	
Colorado	15	24.6	7	18.9	1	7.7	2	25.0	4	25.0	8	33.3	3	11.5	12	34.3	
Connecticut	3	7.3	2	7.4	0	0.0	1	16.7	1	16.7	1	7.1	1	5.6	2	8.7	
Delaware	4	36.4	3	42.9	1	25.0	2	66.7	0	0.0	1	25.0	1	20.0	3	50.0	
District of Columbia	5	29.4	5	29.4	2	22.2	3	42.9	0	0.0	0	0.0	1	50.0	4	26.7	
Florida	43	25.4	25	20.3	2	6.9	11	28.2	12	21.8	18	39.1	0	0.0	43	33.3	
Georgia	13	11.5	4	5.8	0	0.0	1	5.0	3	11.5	9	20.5	4	6.6	9	17.3	
Hawaii	3	21.4	2	25.0	0	0.0	0	0.0	2	66.7	1	16.7	1	11.1	2	40.0	
Idaho	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	1	12.5	
Illinois	16	10.1	12	11.8	3	6.4	0	0.0	9	30.0	4	7.1	1	1.7	15	15.3	
Indiana	7	8.8	4	6.6	2	11.1	1	4.2	1	5.3	3	15.8	1	3.6	6	11.5	
Iowa	5	7.8	4	8.7	0	0.0	3	14.3	1	7.1	1	5.6	1	5.3	4	8.9	
Kansas	6	10.5	2	6.5	1	12.5	0	0.0	1	9.1	4	15.4	3	10.0	3	11.1	
Kentucky	6	9.2	4	9.1	2	13.3	1	7.1	1	6.7	2	9.5	0	0.0	6	14.6	
Louisiana	11	21.6	4	12.9	1	7.1	2	18.2	1	16.7	7	35.0	1	3.6	10	43.5	
Maine	1	3.6	1	5.0	0	0.0	0	0.0	1	11.1	0	0.0	1	6.7	0	0.0	
Maryland	5	9.3	4	11.1	0	0.0	3	16.7	1	25.0	1	5.6	1	3.3	4	16.7	
Massachusetts	12	10.3	10	10.5	6	16.7	2	5.4	2	9.1	2	9.1	2	6.7	10	11.5	
Michigan	5	5.7	4	6.8	1	4.3	0	0.0	3	18.8	1	3.6	1	2.3	4	9.1	
Minnesota	4	4.5	3	5.2	0	0.0	0	0.0	3	13.0	1	3.3	1	2.4	3	6.4	
Mississippi	5	13.2	3	15.0	1	12.5	1	12.5	1	25.0	2	11.1	2	8.3	3	21.4	
Missouri	16	15.2	11	13.9	3	10.7	2	8.7	6	21.4	5	19.2	1	3.2	15	20.3	
Montana	2	9.1	0	0.0	0	0.0	0	0.0	0	0.0	2	16.7	1	5.9	1	20.0	
Nebraska	6	17.1	6	24.0	1	16.7	3	20.0	2	50.0	0	0.0	0	0.0	6	28.6	
Nevada	3	18.8	1	8.3	0	0.0	0	0.0	1	14.3	2	50.0	0	0.0	3	33.3	
New Hampshire	2	8.0	1	5.6	0	0.0	0	0.0	1	16.7	1	14.3	1	9.1	1	7.1	

See notes at end of table.

**Table A-2. Number and percentage of nonresponding academic libraries, by level, control of institution, and state/jurisdiction: 2012—Continued**

State/jurisdiction	Total postsecondary degree-granting institutions		4-year institutions									Less than 4-year <sup>2</sup>		Public		Private	
			Total 4-year institutions <sup>1</sup>		Highest level of degree						Number	Percent	Number	Percent	Number	Percent	
	Number	Percent	Doctor's		Master's		Bachelor's										
			Number	Percent	Number	Percent	Number	Percent	Number	Percent							
New Jersey	11	19.0	8	21.6	2	9.5	2	18.2	4	80.0	3	14.3	3	9.4	8	30.8	
New Mexico	4	10.0	4	21.1	0	0.0	2	22.2	2	28.6	0	0.0	1	3.6	3	25.0	
New York	52	19.0	46	22.7	16	20.0	16	20.3	14	31.8	6	8.5	1	1.3	51	26.3	
North Carolina	6	4.3	5	6.7	1	4.5	2	8.0	2	7.1	1	1.5	1	1.3	5	7.7	
North Dakota	1	5.0	1	6.7	0	0.0	0	0.0	1	11.1	0	0.0	1	7.1	0	0.0	
Ohio	32	19.3	17	15.6	2	6.7	8	18.6	7	19.4	15	26.3	10	20.0	22	19.0	
Oklahoma	6	11.1	3	8.1	1	9.1	0	0.0	2	15.4	3	17.6	3	10.3	3	12.0	
Oregon	6	11.3	4	12.1	0	0.0	1	8.3	3	42.9	2	10.0	0	0.0	6	21.4	
Pennsylvania	42	21.6	13	10.2	5	9.1	4	8.3	4	16.0	29	43.9	1	2.9	41	25.6	
Rhode Island	1	7.7	1	8.3	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	1	10.0	
South Carolina	8	11.3	7	15.6	2	15.4	4	25.0	1	6.3	1	3.8	2	6.1	6	15.8	
South Dakota	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Tennessee	7	8.5	4	6.6	1	5.0	3	13.6	0	0.0	3	14.3	0	0.0	7	11.7	
Texas	26	12.9	18	15.3	3	5.6	6	20.7	9	25.7	8	9.6	0	0.0	26	26.5	
Utah	5	20.8	5	26.3	0	0.0	1	12.5	4	50.0	0	0.0	0	0.0	5	33.3	
Vermont	1	5.3	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1	7.1	
Virginia	20	19.2	12	17.4	3	12.0	1	6.3	8	28.6	8	22.9	4	10.0	16	25.0	
Washington	8	10.5	3	6.7	0	0.0	0	0.0	3	16.7	5	16.1	2	4.9	6	17.1	
West Virginia	3	9.7	1	4.3	0	0.0	1	8.3	0	0.0	2	25.0	0	0.0	3	21.4	
Wisconsin	8	11.4	6	11.3	1	5.9	2	10.0	3	18.8	2	11.8	3	10.0	5	12.5	
Wyoming	2	20.0	1	50.0	0	0.0	0	0.0	1	100.0	1	12.5	0	0.0	2	100.0	

<sup>1</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>2</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

**Table A-3. Total number of academic libraries, by level, control of institution, and state/jurisdiction: 2012**

State/jurisdiction	Total postsecondary degree-granting institutions	4-year institutions				Less than 4-year <sup>2</sup>	Public	Private
		Total 4-year institutions <sup>1</sup>	Highest level of degree					
			Doctor's	Master's	Bachelor's			
United States	3,793	2,489	894	842	753	1,304	1,560	2,233
Alabama	70	42	15	12	15	28	39	31
Alaska	6	4	1	2	1	2	5	1
Arizona	59	33	10	7	16	26	24	35
Arkansas	46	24	6	8	10	22	33	13
California	361	204	90	64	50	157	149	212
Colorado	61	37	13	8	16	24	26	35
Connecticut	41	27	15	6	6	14	18	23
Delaware	11	7	4	3	0	4	5	6
District of Columbia	17	17	9	7	1	0	2	15
Florida	169	123	29	39	55	46	40	129
Georgia	113	69	23	20	26	44	61	52
Hawaii	14	8	2	3	3	6	9	5
Idaho	15	11	3	2	6	4	7	8
Illinois	158	102	47	25	30	56	60	98
Indiana	80	61	18	24	19	19	28	52
Iowa	64	46	11	21	14	18	19	45
Kansas	57	31	8	12	11	26	30	27
Kentucky	65	44	15	14	15	21	24	41
Louisiana	51	31	14	11	6	20	28	23
Maine	28	20	5	6	9	8	15	13
Maryland	54	36	14	18	4	18	30	24
Massachusetts	117	95	36	37	22	22	30	87
Michigan	87	59	23	20	16	28	43	44
Minnesota	88	58	22	13	23	30	41	47
Mississippi	38	20	8	8	4	18	24	14
Missouri	105	79	28	23	28	26	31	74
Montana	22	10	2	5	3	12	17	5
Nebraska	35	25	6	15	4	10	14	21
Nevada	16	12	4	1	7	4	7	9
New Hampshire	25	18	9	3	6	7	11	14

See notes at end of table.

**Table A-3. Total number of academic libraries, by level, control of institution, and state/jurisdiction: 2012—Continued**

State/jurisdiction	Total postsecondary degree-granting institutions	4-year institutions						
		Total 4-year institutions <sup>1</sup>	Highest level of degree			Less than 4-year <sup>2</sup>	Public	Private
			Doctor's	Master's	Bachelor's			
New Jersey	58	37	21	11	5	21	32	26
New Mexico	40	19	3	9	7	21	28	12
New York	274	203	80	79	44	71	80	194
North Carolina	140	75	22	25	28	65	75	65
North Dakota	20	15	3	3	9	5	14	6
Ohio	166	109	30	43	36	57	50	116
Oklahoma	54	37	11	13	13	17	29	25
Oregon	53	33	14	12	7	20	25	28
Pennsylvania	194	128	55	48	25	66	34	160
Rhode Island	13	12	6	5	1	1	3	10
South Carolina	71	45	13	16	16	26	33	38
South Dakota	20	15	4	9	2	5	12	8
Tennessee	82	61	20	22	19	21	22	60
Texas	201	118	54	29	35	83	103	98
Utah	24	19	3	8	8	5	9	15
Vermont	19	18	3	12	3	1	5	14
Virginia	104	69	25	16	28	35	40	64
Washington	76	45	14	13	18	31	41	35
West Virginia	31	23	5	12	6	8	17	14
Wisconsin	70	53	17	20	16	17	30	40
Wyoming	10	2	1	0	1	8	8	2

<sup>1</sup>The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 4-year and above institutions that grant other degrees and are not included in the breakdown.

<sup>2</sup>Less than 4-year category refers to institutions that have at least a 2-year degree, but less than a 4-year degree (below the Baccalaureate degree).

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2012.

## Appendix B: Glossary

For a complete set of survey definitions and instructions, please refer to the instructions following the questionnaire in Appendix C.

**Associate's colleges:** These institutions offer associate's degree and certificate programs but, with few exceptions, award no baccalaureate degrees. This group includes institutions where, during the period studied, bachelor's degrees represented less than 10 percent of all undergraduate awards.

**Baccalaureate/associate's colleges:** These institutions are undergraduate colleges where the majority of conferrals are below the baccalaureate level (associate's degrees and certificates). During the period studied, bachelor's degrees accounted for at least 10 percent of undergraduate awards.

**Baccalaureate colleges:** These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs.

**Bibliographic utilities, networks and consortia:** Services provided by national, regional, and local bibliographic utilities networks, and consortia.

**Carnegie classification:** A grouping of degree-granting postsecondary institutions into categories developed by the Carnegie Foundation for the Advancement of Teaching. The categorization is based on a combination of levels of degrees awarded and research funding levels. The Carnegie classification categories used are as follows: Doctoral/Research; Master's I and II; Baccalaureate; Baccalaureate/Associates; Associates; and Specialized. For table presentation, "level I" and "level II" of the Carnegie classifications were combined. Institutions that do not have a Carnegie classification are assigned to a "not classified" category.

**Control (of institution):** A specification of whether an institution (postsecondary) is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control) or public sources (public control).

**Degree-granting status:** Degree-granting institutions offer an associate's, bachelor's, master's, doctor's, or a first-professional degree. Non-degree-granting institutions offer certificates or other formal awards.

**Doctoral/research universities:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate level.

**Level (of institution):** A specification of whether a postsecondary education institution's programs are 4-year or higher (4-year), 2-but-less-than 4-year (2-year), or less than 2-year.

**Master's colleges and universities:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to providing graduate education through the master's degree.

**Postsecondary institution:** Postsecondary education institution has as its sole purpose or one of its primary missions, the provision of formal instructional programs with a curriculum that is designed primarily for students who are beyond the compulsory age for high school. This includes academic, professional vocational and professional continuing education programs and excludes basic vocational and basic adult education programs.

**Sector (of institution):** One of nine categories into which postsecondary institutions may be divided based on their control and level. Six of the nine sector categories were used in the Academic Libraries Survey data: (1) public, 4-year or above; (2) private nonprofit, 4-year or above; (3) private for profit, 4-year or above; (4) public, 2-year; (5) private nonprofit, 2-year; and (6) private for profit, 2-year.

**Specialized institutions:** These institutions offer degrees, ranging from the bachelor's to the doctorate, and typically award a majority of degrees in a single field.

**The Integrated Postsecondary Education Data System (IPEDS):** IPEDS is the core postsecondary education data collection program for the National Center for Education Statistics. This data collection program is designed to collect information about all postsecondary institutions and organizations in the 50 States, District of Columbia, and the respective outlying areas.

**Title IV Institution:** An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant and the National Early Intervention Scholarship and Partnership programs).

**UNITID:** The unique unit identification number assigned to every institution in the universe.



## Appendix C: Survey Questionnaire and Instructions

### SURVEY ELIGIBILITY

**You are eligible to complete the survey if your institution has its own library, defined as an entity that provides all of the following:**

- |    |  |        |
|----|--|--------|
| a. | Do your total library expenditures exceed \$10,000?  | Yes/No |
| b. | Do you have an organized collection of printed or other materials or a combination thereof?  | Yes/No |
| c. | Do you have paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele? | Yes/No |
| d. | Do you have established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele?                          | Yes/No |
| e. | Does the library have the physical facilities necessary to support such a collection, staff, and schedule?   | Yes/No |

Data collected by NCES are used for statistical and directory purposes only.

**ACADEMIC LIBRARIES SURVEY**

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**OUTLETS & STAFF, FISCAL YEAR 2012**

<b>Item</b>	<b>Outlets</b>	<b>Number</b>
100	Branch and independent libraries – Exclude main or central library	_____

*(Exclude maintenance and custodial staff, volunteers and contributed services staff.)*  
 Report FTE data to two decimals.

<b>Item</b>	<b>Staff</b>	<b>Fall 2012 Number of full-time equivalents (FTE) (1)</b>	<b>FY 2012 Salaries and wages (whole dollars only) (2)</b>
200	Librarians	_____	
201	Other professional staff	_____	
202	<b>Total librarians and other professional staff</b> (sum items 200 and 201)	_____	\$ _____
203	All other paid staff (except student assistants)	_____	\$ _____
204	Student assistants from all funding sources	_____	\$ _____
205	<b>Total full-time equivalent (FTE) staff</b> (sum items 202, 203 and 204)	_____	\$ _____
206	Are employee fringe benefits paid from the library budget? If no, select “N” and skip to item 300		_____ (Yes/No)
207	Employee fringe benefits (if paid from library budget)		\$ _____

ACADEMIC LIBRARIES SURVEY

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LIBRARY EXPENDITURES, FISCAL YEAR 2012

See instructions for definitions.

Item	Expenditures	Amount (whole dollars only)
205	<b>Total salaries and wages (from previous page):</b>	\$ _____
	<b>Information resources:</b>	
300	<b>One-time purchases of books, serial backfiles and other materials</b>	\$ _____
301	Electronic \$ _____	
302	Audiovisual \$ _____	
303	<b>Ongoing commitments to serial subscriptions</b>	\$ _____
304	Electronic serials \$ _____	
	<b>Other information resources:</b>	
305	Document delivery/interlibrary loan	\$ _____
306	Preservation	\$ _____
307	Other expenditures for information resources	\$ _____
	<b>Operating expenditures:</b>	
308	Computer hardware and software (include maintenance)	\$ _____
309	Bibliographic utilities, networks and consortia	\$ _____
310	All other operating expenditures	\$ _____
311	<b>TOTAL EXPENDITURES (Sum 205, 300, 303 and 305 through 310)</b>	\$ _____

**ACADEMIC LIBRARIES SURVEY**

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**LIBRARY COLLECTIONS, FISCAL YEAR 2012**

See instructions for definitions.

<b>Item</b>	<b>Collections</b>	<b>Added during the Fiscal Year (1)</b>	<b>Held at end of Fiscal Year (2)</b>
400	Books, serial backfiles and other paper materials (include government documents)	_____	_____
401	E-Books	_____	_____
402	Microforms	_____	_____
403	Audiovisual materials	_____	_____
404	Is the library collection entirely electronic?	Yes/No _____	

ACADEMIC LIBRARIES SURVEY

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LIBRARY SERVICES, FISCAL YEAR 2012

See instructions for definitions.

Item	Services	Number
<b>Interlibrary loans and documents provided to other libraries:</b>		
500	Returnable	_____
501	Nonreturnable	_____
502	<b>Total provided</b> (sum of items 500 and 501)	_____
<b>Interlibrary loans and documents received:</b>		
503	Returnable	_____
504	Nonreturnable	_____
505	Documents received from commercial services	_____
506	<b>Total received</b> (sum of items 503, 504 and 505)	_____
<b>Circulation:</b>		
507	General circulation transactions	_____
508	Reserve circulation transactions	_____

## ACADEMIC LIBRARIES SURVEY

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### LIBRARY SERVICES CONT., FISCAL YEAR 2012

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Number</b>
	<b>Information services to groups:</b>	
509	Number of presentations	_____
510	Total attendance at all presentations	_____
511	Total information services to individuals	_____

**ACADEMIC LIBRARIES SURVEY**

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**LIBRARY SERVICES, TYPICAL WEEK, FALL 2012**

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Number in a typical week</b>
600	Number of weekly public service hours	_____
601	Gate count in a typical week	_____

**ACADEMIC LIBRARIES SURVEY**

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**ELECTRONIC SERVICES, FISCAL YEAR 2012**

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Yes/No</b>
	<b>Does your library provide the following?</b>	
700	Documents digitized by the library staff	_____
701	Library reference service by e-mail or the Web	_____
702	Technology to assist patrons with disabilities	_____
703	Electronic theses and dissertations produced by your students	_____



**ACADEMIC LIBRARIES SURVEY**

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**INFORMATION LITERACY, FISCAL YEAR 2012**

See instructions for definition.

Item	Yes/No
<b>Does your postsecondary institution have the following, or has it done the following?</b>	
800 Has your postsecondary institution articulated student learning/student success outcomes? If not, select "N" and skip 801	_____
801 Is information literacy incorporated in the institution's student learning/student success outcomes?	_____

**ACADEMIC LIBRARIES SURVEY**

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**VIRTUAL REFERENCE, FISCAL YEAR 2012**

See instructions for definition.

Item Yes/No

900 Does your library support virtual reference services?  
If no, select "N" and skip 901 thru 904. \_\_\_\_\_

If yes, does your library utilize any of the following and does it collect usage statistics form any of the virtual reference utilities?

901 E-mail reference \_\_\_\_\_

902 Chat reference, commercial service \_\_\_\_\_

903 Chat reference, instant messaging applications \_\_\_\_\_

904 Short message service (SMS) or text messaging \_\_\_\_\_

## INSTRUCTIONS FOR THE ACADEMIC LIBRARY SURVEY – FY 2012

### GENERAL INSTRUCTIONS

Please respond to each item in this survey. If the appropriate answer for an item is zero or none, use “0.” If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ITEMS BLANK. If an item is left blank, NCES will estimate a value using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 2012.

LIBRARY - An entity that provides all of the following:

1. Total library expenditures exceed \$10,000.
2. An organized collection of printed or other materials or a combination thereof; and
3. A paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele; and
4. An established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele; and
5. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

### Number of Public Service Outlets, Fiscal Year 2012

Branch and independent libraries (item 100) - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2012. 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.

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 other units within the university. Departmental study/reading rooms are not included. Include data for all branch and independent libraries on the campus. Include libraries on branch campuses (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

### Library Staff, Fall 2012 and Salaries/Wages, FY 2012

Column (1), Full-time equivalent (FTE) employees (items 200-205) - Report the number of filled or temporarily vacant FTE positions during Fall 2012. To compute FTEs for part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees and divide it by the number of hours in

the library's full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places.

*Exclude* maintenance and custodial staff, volunteers, and contributed services staff, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions.

Column (2), Salaries and wages (items 202-205) - Report expenditures in FY 2011 for full-time and part-time salaries and wages before deductions. *Exclude* employee fringe benefits provided by your institution for all regular library staff that may be reported in item 207.

Librarians (item 200) - Report the total FTE of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

Other professional staff (item 201) - Report the total FTE of staff whose duties require education and/or training in related fields (e.g., academic disciplines, archives, media, computing).

Total librarians and other professional staff (item 202) - Report the sum of items 200 and 201, column 1.

All other paid staff (except student assistants) (item 203) - Report the total FTE of all other library staff, including technical and clerical staff who are paid annual salaries or hourly wages.

Student assistants from all funding sources (item 204) - Report the total FTE of student assistants, employed on an hourly basis. Include salaries and wages from all sources (e.g., College Work Study Program). If not available leave line blank.

Total FTE staff (item 205) - Report the sum of items 202 through 204, columns 1 and 2.

Employee fringe benefits (item 206) — If benefits are paid from the library budget, select “Y” and report the amount in item 207. If benefits are not paid from the library budget, select “N” and skip to item 300.

Benefits (item 207) - If benefits are paid from the library budget, report the amount here.

### **Library Expenditures, Fiscal Year 2012**

Total salaries and wages (item 205) - This line will automatically be filled in from the total Salaries and Wages Expenditures from the previous section.

Expenditures on information resources and operations (items 300-311) - Report funds expended by the library in fiscal year 2012 (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. **Expenditures should be reported for the 12-month period that corresponds to your library's fiscal year between the calendar period June 1, 2011 to September 30, 2012.** All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. *Exclude* expenditures for new buildings and building renovation.

Information resources (items 300-307) -

Books, serial backfiles, and other materials (one time purchases) (item 300) - Report expenditures for published materials in all formats except current subscriptions to serials.

Electronic (item 301) - Report expenditures that are not current subscriptions to serials (i.e. are nonsubscription, one-time, or monographic in nature) for software and machine-readable materials considered part of the collections. Examples include serial backfiles, literature collections, and one-time costs for electronic backfiles, etc. These expenditures have already been reported as part of item 300 above. Therefore, item 301 is not added into Total Expenditures (item 311).

Audiovisual (item 302) - Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials. These expenditures have already been reported as part of item 300 above. Therefore, item 302 is not added into Total Expenditures (item 311).

Current serial subscriptions (ongoing commitments) (item 303) - Report expenditures for ongoing subscriptions to serials in all formats. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.

Electronic serials (item 304) – Report subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic. Examples include paid subscriptions for electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees. These expenditures have already been reported as part of item 303. Therefore, item 304 is not added into Total Expenditures (item 311).

Other Information Resources (items 305-307) -

Document delivery/interlibrary loan (item 305) - Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and branches reported in item 100, transactions between branches (item 100), or expenditures for on campus delivery.

Preservation (item 306) - Report expenditures 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, deacidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g. digitization). Do not include staff salaries and wages.

Other expenditures for information resources (item 307) - Report any other collection expenditures not already included in items 300, 303, 305, and 306, such as expenditures for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis).

### Operating Expenditures (items 308-310) -

Computer hardware and software (item 308) - Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product. Exclude expenditures reported in item 304.

Bibliographic utilities, networks, and consortia (item 309) - Report expenditures from the library operating budget for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on items 301, 304, and 305.

All other operating expenditures (item 310) - Report all other expenditures from the library budget not already reported in items 205 through 309 except employee fringe benefits that are reported in item 207. Exclude expenditures for new buildings and building renovations. Include all expenditures for furniture and equipment except computer hardware, which should be reported in item 308. Include any related maintenance costs.

Total Expenditures (item 311) - Report the sum of items 205, 300, 303, 305 through 310.

### **Library Collections, Fiscal Year 2012**

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials.

Column (1), Total number added during fiscal year - Report the gross number of each category added during FY 2012. Do not subtract the number withdrawn.

Column (2), Total number held at end of fiscal year - Report the total number of each category held at end of FY 2012. To get this figure, take the total number held at the end of FY 2011, add the number added during FY 2012, and subtract the number withdrawn FY 2012.

Books, serial backfiles and other paper materials (include government documents) (item 400) - Report the number of volumes using the ANSI/NISO Z39.7-1995 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. Include print photographs, duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.

E-Books (item 401) - Report the number of electronic monographs that have been cataloged by your library and are accessible through the library's catalog.

Microforms (item 402) - Report units of all photographic reproduction of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche.

Audiovisual Materials (item 403) - Report units of all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials (include audio books), motion pictures, video materials, and special visual materials such as three-dimensional materials.

## **Library Services, Fiscal Year 2012**

Interlibrary loans and documents (items 500-506) – In items 500 and 501, report the number of filled requests for material provided to other libraries. In items 503 and 504, report the number of filled requests for material received from other libraries. Do not include transactions between the main or central library and branches reported in item 100, or transactions between branches (item 100).

Returnables (item 500 and 503) - Report materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Nonreturnables (item 501 and 504) - Report materials that the library does not expect to have returned. Examples of nonreturnables 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.

Documents delivered from commercial services (item 505) - Report the number of documents from commercial document delivery services received by your users. Count all transactions for which the library pays even if library staff is not involved in the transaction. Include documents received by regular or express mail, by fax, or in electronic form.

Total loans (items 502 and 506) - Sum items 500 and 501 for item 502, and sum items 503, 504, and 505 for item 506.

General circulation transactions (item 507) - Report the number of items lent from the general collection. Include both initial transactions and renewals.

Reserve circulation transactions (item 508) – Report reserve transactions of all types. Include both initial transactions and renewals.

Information services to groups (items 509 and 510) - Report the total number of presentations (item 509) and the total number of persons attending or served by those presentations (item 510). Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Self-paced tutorials and staff training should be excluded, as well as meetings sponsored by other groups using library meeting rooms. Include web-based presentations.

Information services to individuals (items 511) – *Reference and consultation interactions are information contacts* that involve the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and nonprinted materials, machine-readable databases (including assistance with computer searching), the Web, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library.

*Reference interactions may be in person, by phone, by e-mail, by the Web, and may take place at the reference desk or elsewhere and take less than 20 minutes to complete.* Include information and referral services.

*Consultation interactions typically occur in person and take longer than 20 minutes to complete.*

If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction.

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 nonbibliographic nature with machines.

This is a yearly figure of the reference transactions per typical week (item 602) that was reported in collections before 2010.

### **Library Services - Typical Week, Fall 2012**

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 2012 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

Number of weekly public service hours (item 600) – Report an unduplicated count of the total public service hours for physical libraries per typical full-service week (i.e., no holidays or other special accommodations) across both main library and branches using the following method (corresponds to IPEDS): 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. 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).



Gate count in a typical week (item 601) - 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. If the library is virtual or entirely electronic, please leave the line blank.

### **Electronic Services**

This section requests information about the electronic services provided by the library. The questions require a “yes” or “no” response. If the answer was “yes” at any time during the academic year, respond “yes”. Examples of Technology to assist patrons with disabilities (item 702) are TDD and specially equipped work stations.

### **Information Literacy**

This section requests information about institutional support for information literacy, which includes the set of skills needed to find, retrieve, analyze, and use information, and the support of student learning outcomes. The questions require a “yes” or “no” response.

Items 800 and 801 relates to activities undertaken by the postsecondary institution, not by the library.

### **Virtual Reference** (revised language 3.5.09) (from NISO Z39.7, text integrated for clarity)

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 e-mail, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. Examples of Chat reference, commercial service (item 902) are QuestionPoint and Tutor.com. Examples of Chat reference, instant messaging applications (item 904) are Meebo and Library Help.