

NMCAL

2004 Academic Library Statistics

Compiled and reported from National Center
for Educational Statistics 2004 Academic
Library Survey Data collected from New
Mexico Consortium of Academic Libraries

Dr. Elizabeth McKenney Titus
New Mexico State University
Las Cruces, NM
2005



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**2004 New Mexico Consortium of Academic Libraries (NMCAL)
by Dr. Elizabeth McKenney Titus**

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PREFACE

The New Mexico Consortium of Academic Libraries provides a forum for the discussion of common goals and communication among the academic libraries of New Mexico.

We share resources, services, and information for the benefit of students and faculty in New Mexico's higher education institutions, and search for solutions to common problems.

Key to achieving primary functions is the continuing need for statistical information on academic libraries in New Mexico. This report on 2002 NMCAL library statistics contributes to meeting this need and includes the following:

- 2004 ALS Specialized Tables
- 2004 ALS Rank Order Tables for NMCAL
- 2004 ALS Data Tables for NMCAL Libraries

In using this data, the following should be noted:

Non-response rates vary from institution to institution and from category to category. A blank indicates data was not reported for a category. Caution should be exercised in using data where non-response rates are high.

Definitions for reporting categories are those specified in instructions for the Academic Library Survey 2004 reporting form.

ACKNOWLEDGMENTS

The development of this report would not have been possible without the guidance and support of other individuals and institutions. Their collective contributions are deeply appreciated. Special acknowledgments and thanks are extended to:

The NMCAL libraries who submitted 2004 Academic Library Survey data, which was the data source for information included in this report.

New Mexico State University Library for staff support from Barbara Hart and Deborah Chavez in producing this report.

NMCAL 2004 Institution Abbreviation Key

Albq Tech Voc Institute	Albuquerque Technical Vocational Institute
Clovis Community College	Clovis Community College
College of Santa Fe	College of Santa Fe
College of the Southwest	College of the Southwest
Crownpoint Inst Technology	Crownpoint Institute of Technology
Eastern NM Univ Roswell	Eastern New Mexico University - Roswell
Eastern NM University	Eastern New Mexico University
Inst American Indian Arts	Institute of American Indian Arts
Int Inst of Chinese Medicine	International Institute of Chinese Medicine
ITT Technical Institute	ITT Technical Institute
Luna Community College	Luna Community College
Mesalands Community Coll	Mesalands Community College
Metropolitan Coll. Court Rep.	Metropolitan College of Court Reporting
Nat American Univ-Albq	National American University - Albuquerque
NM Highlands University	New Mexico Highlands University
NM Inst Mining & Tech	New Mexico Institute of Mining and Technology
NM Junior College	New Mexico Junior College
NM Military Institute	New Mexico Military Institute
NM State Univ Alamogordo	New Mexico State University - Alamogordo
NM State Univ Carlsbad	New Mexico State University - Carlsbad
NM State Univ Dona Ana	New Mexico State University - Dona Ana
NM State Univ Grants	New Mexico State University - Grants
NM State University	New Mexico State University
Northern NM Comm Coll	Northern New Mexico Community College
San Juan College	San Juan College
Santa Fe Community Coll	Santa Fe Community College
Southwestern College	Southwestern College
SW Acupuncture Coll-Albq	Southwest Acupuncture College - Albuquerque
SW Acupuncture Coll-Santa Fe	Southwest Acupuncture College - Santa Fe
University of NM	University of New Mexico
University of NM Gallup	University of New Mexico - Gallup
University of NM Los Alamos	University of New Mexico - Los Alamos
University of NM Taos	University of New Mexico - Taos
University of NM Valencia	University of New Mexico - Valencia
Western NM University	Western New Mexico University

SPECIALIZED TABLES
TABLE 1
FALL 2004, PRELIMINARY ENROLLMENT BY INSTITUTION

NMCAL INSTITUTION	FALL 2004, PRELIMINARY FTE ENROLLMENT
Albq Tech Voc Institute	12,257
Clovis Community College	1,898
Eastern NM Univ Roswell	2,336
Eastern NM University	3,431
Luna Community College	916
Mesalands Community Coll	343
NM Highlands University	2,335
NM Inst Mining & Tech	1,480
NM Junior College	1,856
NM Military Institute	514
NM State Univ Alamogordo	1,075
NM State Univ Carlsbad	813
NM State Univ Dona Ana	3,422
NM State Univ Grants	413
NM State University	12,948
Northern NM Comm Coll	1,073
San Juan College	4,258
Santa Fe Community Coll	1,958
University of NM	19,764
University of NM Gallup	1,724
University of NM Los Alamos	450
University of NM Taos	524
University of NM Valencia	1,031
Western NM University	1,971
Schools not Reporting	
College of Santa Fe	
College of the Southwest	
Crownpoint Inst Technology	
Inst American Indian Arts	
Int Inst of Chinese Medicine	
ITT Technical Institute	
Metropolitan Coll. Court Rep.	
Nat American Univ-Albq	
Southwestern College	
SW Acupuncture Coll-Albq	
SW Acupuncture Coll-Santa Fe	

SPECIALIZED TABLES
TABLE 2
FALL 2004 TOTAL LIBRARY EXPENDITURES PER FTE STUDENT

NMCAL INSTITUTION	TOTAL EXPENDITURES	FALL 2004, PRELIMINARY FTE ENROLLMENT	TOTAL EXPENDITURES PER FTE STUDENT
Clovis Community College	\$294,794	1,898	\$155
College of the Southwest	\$183,925	*	*
Eastern NM Univ Roswell	\$285,049	2,336	\$122
Eastern NM University	\$1,541,410	3,431	\$449
NM Highlands University	\$1,300,898	2,335	\$557
NM Inst Mining & Tech	\$1,297,719	1,480	\$877
NM Military Institute	\$336,835	514	\$655
NM State Univ Alamogordo	\$326,856	1,075	\$304
NM State Univ Carlsbad	\$189,853	813	\$234
NM State Univ Dona Ana	\$458,888	3,422	\$134
NM State Univ Grants	\$120,192	413	\$291
NM State University	\$6,655,734	12,948	\$514
San Juan College	\$688,312	4,258	\$162
Santa Fe Community Coll	\$279,028	1,958	\$143
University of NM	\$19,396,595	19,764	\$981
University of NM Gallup	\$393,370	1,724	\$228
University of NM Los Alamos	\$184,516	450	\$410
University of NM Taos	\$132,221	524	\$252
University of NM Valencia	\$178,995	1,031	\$174
Western NM University	\$877,179	1,971	\$445

* Data not reported

Schools not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

**SPECIALIZED TABLE
TABLE 3
FALL 2004 NMCAL LIBRARIES PROVIDING ELECTRONIC SERVICES**

SERVICE PROVIDED	NMCAL Libraries Providing Service	NMCAL Libraries Not Providing Service	NMCAL Libraries Not Responding to Question
Documents digitized by library staff (40)	5	13	4
Library reference service by e-mail or web (41)	11	7	4
Technology to assist patrons with disabilities (42)	12	6	4
Electronic theses and dissertations produced by students (43)	1	17	4

NMCAL Library Statistics
Fiscal Year 2004

RANK ORDER TABLE 1
TOTAL STAFF (FTE)

% Change FY02 to FY04

1	University of NM	308.00	3.36%
2	NM State University	117.50	-3.85%
3	Eastern NM University	33.19	-2.92%
4	Western NM University	29.00	1.75%
5	NM Inst Mining & Tech	22.15	9.65%
6	NM Highlands University	21.70	-31.11%
7	San Juan College	12.75	4.51%
8	NM State Univ Dona Ana	12.75	24.39%
9	University of NM Gallup	10.00	0.00%
10	NM State Univ Alamogordo	9.50	18.75%
11	Santa Fe Community Coll	9.00	38.45%
12	NM Military Institute	8.50	4.29%
13	Clovis Community College	8.00	14.28%
14	University of NM Los Alamos	6.25	8.69%
15	University of NM Valencia	6.00	0.00%
16	Eastern NM Univ Roswell	6.00	0.84%
17	NM State Univ Carlsbad	5.50	0.00%
18	College of the Southwest	4.68	-8.24%
19	NM State Univ Grants	4.00	0.00%
20	University of NM Taos	4.00	14.29%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics Fiscal Year 2004

RANK ORDER TABLE 2 WAGES AND SALARIES EXPENDITURES

% Change FY02 to FY04

1	University of NM	\$11,228,206	15.64%
2	NM State University	\$2,787,619	15.39%
3	Eastern NM University	\$759,968	4.58%
4	NM Highlands University	\$530,638	-0.88%
5	Western NM University	\$468,514	27.10%
6	NM Inst Mining & Tech	\$411,008	4.98%
7	San Juan College	\$316,227	6.46%
8	NM State Univ Dona Ana	\$273,529	26.60%
9	NM Military Institute	\$252,271	2.92%
10	University of NM Gallup	\$247,812	32.80%
11	Santa Fe Community Coll	\$201,351	17.12%
12	Clovis Community College	\$194,794	3.57%
13	NM State Univ Alamogordo	\$185,478	25.61%
14	University of NM Los Alamos	\$128,755	11.20%
15	Eastern NM Univ Roswell	\$121,333	-0.70%
16	University of NM Valencia	\$116,270	9.66%
17	NM State Univ Carlsbad	\$103,510	8.16%
18	College of the Southwest	\$99,077	1152.55%
19	NM State Univ Grants	\$92,183	20.88%
20	University of NM Taos	\$82,000	13.89%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics Fiscal Year 2004

RANK ORDER TABLE 3 MATERIALS EXPENDITURES

% Change FY02 to FY04

1	University of NM	\$5,575,099	-4.27%
2	NM State University	\$2,966,091	8.70%
3	NM Inst Mining & Tech	\$708,366	1.23%
4	Eastern NM University	\$507,866	-0.36%
5	NM Highlands University	\$397,086	14.24%
6	San Juan College	\$324,341	105.96%
7	Western NM University	\$292,001	-3.74%
8	Eastern NM Univ Roswell	\$136,667	97.25%
9	NM State Univ Dona Ana	\$114,220	12.26%
10	University of NM Gallup	\$112,062	78.26%
11	NM State Univ Alamogordo	\$92,071	63.52%
12	Clovis Community College	\$80,000	100.00%
13	Santa Fe Community Coll	\$65,100	-0.46%
14	NM Military Institute	\$59,919	0.91%
15	NM State Univ Carlsbad	\$50,990	6.12%
16	College of the Southwest	\$48,151	-82.60%
17	University of NM Valencia	\$43,745	-8.93%
18	University of NM Los Alamos	\$36,937	5.72%
19	University of NM Taos	\$31,241	51.00%
20	NM State Univ Grants	\$19,185	130.20%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

**NMCAL Library Statistics
Fiscal Year 2004**

**Rank Order Table 4
TOTAL EXPENDITURES**

% Change FY02 to FY04

1 University of NM	\$19,396,595	1.96%
2 NM State University	\$6,655,734	16.74%
3 Eastern NM University	\$1,541,410	15.66%
4 NM Highlands University	\$1,300,898	-2.66%
5 NM Inst Mining & Tech	\$1,297,719	10.13%
6 Western NM University	\$877,179	18.43%
7 San Juan College	\$688,312	36.51%
8 NM State Univ Dona Ana	\$458,888	16.91%
9 University of NM Gallup	\$393,370	42.07%
10 NM Military Institute	\$336,835	2.34%
11 NM State Univ Alamogordo	\$326,856	34.90%
12 Clovis Community College	\$294,794	21.12%
13 Eastern NM Univ Roswell	\$285,049	19.99%
14 Santa Fe Community Coll	\$279,028	11.20%
15 NM State Univ Carlsbad	\$189,853	5.66%
16 University of NM Los Alamos	\$184,516	8.51%
17 College of the Southwest	\$183,925	-41.32%
18 University of NM Valencia	\$178,995	-0.25%
18 University of NM Taos	\$132,221	31.02%
20 NM State Univ Grants	\$120,192	19.63%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
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 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics
FISCAL YEAR 2004

RANK ORDER TABLE 5
PAPER VOLUMES HELD

% Change FY02 to FY04

1 University of NM	3,215,607	30.02%
2 NM State University	1,692,035	3.00%
3 NM Highlands University	386,489	-8.73%
4 NM Inst Mining & Tech	346,224	7.58%
5 Eastern NM University	764,343	150.52%
6 Western NM University	191,878	17.04%
7 San Juan College	76,276	10.66%
8 College of the Southwest	76,217	3.59%
9 NM Military Institute	75,718	14.41%
10 NM State Univ Alamogordo	55,677	3.62%
11 Clovis Community College	50,598	0.00%
12 Santa Fe Community Coll	43,113	-5.16%
13 Eastern NM Univ Roswell	41,355	-0.54%
14 NM State Univ Grants	37,467	6.34%
15 University of NM Gallup	37,340	4.30%
16 University of NM Valencia	35,412	4.42%
17 University of NM Los Alamos	19,753	15.26%
18 NM State Univ Dona Ana	17,059	32.43%
19 NM State Univ Carlsbad	16,034	0.93%
20 University of NM Taos	2,967	42.03%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics
FISCAL YEAR 2004

RANK ORDER TABLE 6
PAPER VOLUMES ADDED

% Change FY02 to FY04

1 University of NM	742,437	1103.81%
2 NM State University	28,669	-53.72%
3 Western NM University	18,225	58.23%
4 NM Highlands University	8,576	1048.06%
5 San Juan College	7,774	64.53%
6 Eastern NM University	51,012	74.70%
7 NM Inst Mining & Tech	3,481	2.38%
8 College of the Southwest	2,643	-50.24%
9 University of NM Los Alamos	2,615	11.37%
10 Santa Fe Community Coll	2,345	-49.66%
11 NM State Univ Alamogordo	2,257	-12.21%
12 University of NM Gallup	2,140	226.22%
13 University of NM Valencia	2,001	-14.85%
14 Clovis Community College	0	-100.00%
15 NM Military Institute	1,238	-13.12%
16 NM State Univ Grants	1,132	98.95%
17 University of NM Taos	423	17.17%
18 Eastern NM Univ Roswell	292	-60.33%
19 NM State Univ Carlsbad	148	-1.99%
20 NM State Univ Dona Ana	125	-83.66%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
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 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

**NMCAL Library Statistics
FISCAL YEAR 2004**

**RANK ORDER TABLE 7
INTERLIBRARY LOANS (LOANED)**

% Change FY02 to FY04

1 University of NM	22,799	5.09%
2 NM State University	9,260	-19.14%
3 Eastern NM University	4,123	80.67%
4 NM Inst Mining & Tech	1,751	-6.66%
5 Western NM University	968	3.75%
6 NM Highlands University	902	-21.02%
7 San Juan College	469	24.07%
8 NM Military Institute	431	2.62%
9 NM State Univ Alamogordo	389	-18.62%
10 University of NM Valencia	388	10.54%
11 Eastern NM Univ Roswell	255	4.51%
12 College of the Southwest	156	39.28%
14 University of NM Los Alamos	122	-21.29%
13 NM State Univ Dona Ana	81	-49.69%
16 NM State Univ Carlsbad	19	-48.65%
17 Clovis Community College	12	0.00%
24 NM State Univ Grants	0	N/A
26 University of NM Gallup	0	N/A
27 University of NM Taos	0	N/A
28 Santa Fe Community Coll	0	N/A

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
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 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

**NMCAL Library Statistics
FISCAL YEAR 2004**

**RANK ORDER TABLE 8
INTERLIBRARY LOANS (RECEIVED)**

% Change FY02 to FY04

1	University of NM	22,885	12.34%
2	NM State University	13,209	-3.00%
3	NM Inst Mining & Tech	5,216	25.38%
4	Eastern NM University	3,324	24.54%
5	Western NM University	2,481	-1.77%
6	NM Highlands University	2,106	-19.28%
7	San Juan College	556	49.87%
8	University of NM Taos	451	1.12%
9	NM State Univ Alamogordo	346	-17.62%
10	University of NM Valencia	315	14.55%
11	Clovis Community College	276	21.05%
12	College of the Southwest	265	194.44%
13	NM Military Institute	211	-51.27%
14	University of NM Gallup	207	3.50%
15	NM State Univ Grants	191	297.92%
16	NM State Univ Carlsbad	154	-18.09%
17	Eastern NM Univ Roswell	152	31.03%
18	Santa Fe Community Coll	138	-44.80%
19	University of NM Los Alamos	110	-14.73%
20	NM State Univ Dona Ana	102	-4.00%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

**NMCAL Library Statistics
FISCAL YEAR 2004**

**RANK ORDER TABLE 9
NUMBER OF PRESENTATIONS**

% Change FY02 to FY04

1 University of NM	1,027	-19.39%
3 NM State University	296	-21.69%
7 Western NM University	210	64.06%
8 NM State Univ Dona Ana	158	46.29%
4 San Juan College	145	-26.77%
5 NM Military Institute	115	-38.50%
9 Clovis Community College	75	-22.68%
10 University of NM Valencia	59	-37.23%
13 University of NM Taos	58	-3.33%
14 University of NM Los Alamos	56	-3.45%
12 University of NM Gallup	52	-13.33%
11 Eastern NM University	50	-28.57%
15 NM State Univ Alamogordo	46	-6.12%
17 Santa Fe Community Coll	34	-19.05%
19 NM Inst Mining & Tech	31	0.00%
18 Eastern NM Univ Roswell	30	-23.08%
24 NM Highlands University	27	42.11%
20 NM State Univ Carlsbad	24	-14.29%
28 College of the Southwest	20	233.33%
27 NM State Univ Grants	4	-63.64%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
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 Southwestern College
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 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics

FISCAL YEAR 2004

RANK ORDER TABLE 10 PUBLIC SERVICE HOURS IN A TYPICAL WEEK

% Change FY02 to FY04

1	NM Inst Mining & Tech	105	0.96%
2	University of NM	100	-2.91%
3	Eastern NM University	95	-38.31%
4	NM State University	95	0.00%
5	NM Highlands University	80	-5.88%
6	Western NM University	77	0.00%
7	San Juan College	73	5.79%
8	Eastern NM Univ Roswell	70	-4.11%
9	University of NM Taos	67	0.00%
10	Clovis Community College	68	0.00%
11	NM State Univ Alamogordo	66	0.00%
12	University of NM Gallup	66	0.00%
13	College of the Southwest	65	-14.47%
14	NM Military Institute	64	3.23%
15	NM State Univ Grants	61	0.00%
16	NM State Univ Dona Ana	60	-7.69%
17	University of NM Valencia	59	0.00%
18	NM State Univ Carlsbad	51	-1.96%
18	Santa Fe Community Coll	51	2.00%
20	University of NM Los Alamos	49	0.00%

Schools Not Reporting

College of Santa Fe
 Int Inst of Chinese Medicine
 Luna Community College
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 Albq Tech Voc Institute
 Inst American Indian Arts
 NM Junior College
 ITT Technical Institute
 Crownpoint Inst Technology
 Northern NM Comm Coll
 Mesalands Community Coll
 Southwestern College
 SW Acupuncture Coll-Albq *
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics

FISCAL YEAR 2004

RANK ORDER TABLE 11 GATE COUNT IN A TYPICAL WEEK

% Change FY02 to FY04

1	University of NM	34,216	3.65%
2	NM State University	11,345	-11.48%
3	Eastern NM University	5,319	-31.50%
4	Clovis Community College	1,800	2.86%
5	Western NM University	4,846	57.44%
6	San Juan College	3,927	-16.27%
7	Santa Fe Community Coll	3,924	451.89%
8	NM Inst Mining & Tech	3,705	14.35%
9	NM Highlands University	3,296	3.10%
10	NM State Univ Dona Ana	2,919	34.21%
11	University of NM Gallup	2,500	38.88%
12	NM Military Institute	1,920	1.32%
13	University of NM Valencia	1,602	6.09%
14	Eastern NM Univ Roswell	1,430	-3.18%
15	College of the Southwest	1,185	-82.31%
16	University of NM Los Alamos	1,035	64.28%
17	NM State Univ Grants	898	-10.20%
18	NM State Univ Alamogordo	655	-5.07%
19	NM State Univ Carlsbad	369	-43.92%
20	University of NM Taos	125	8.69%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
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 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

NMCAL Library Statistics
FISCAL YEAR 2004

RANK ORDER TABLE 12
REFERENCE TRANSACTIONS IN A TYPICAL WEEK

% Change FY02 to FY04

1 Clovis Community College	145	-12.12%
2 College of the Southwest	120	50.00%
3 Eastern NM Univ Roswell	75	7.14%
4 Eastern NM University	185	0.54%
5 NM Highlands University	282	-8.14%
6 NM Inst Mining & Tech	58	-22.67%
7 NM Military Institute	250	4.17%
12 NM State University	636	-15.09%
8 NM State Univ Alamogordo	198	20.00%
9 NM State Univ Carlsbad	40	-11.11%
10 NM State Univ Dona Ana	104	30.00%
11 NM State Univ Grants	62	-59.48%
13 San Juan College	288	-11.38%
14 Santa Fe Community Coll	320	153.97%
15 University of NM	1,807	-18.27%
16 University of NM Gallup	300	20.00%
17 University of NM Los Alamos	190	10.47%
18 University of NM Taos	65	44.44%
19 University of NM Valencia	64	-8.57%
20 Western NM University	68	1.49%

Schools Not Reporting

Albq Tech Voc Institute
 College of Santa Fe
 Crownpoint Inst Technology
 Inst American Indian Arts
 Int Inst of Chinese Medicine
 ITT Technical Institute
 Luna Community College
 Mesalands Community Coll
 Metropolitan Coll. Court Rep.
 Nat American Univ-Albq
 NM Junior College
 Northern NM Comm Coll
 Southwestern College
 SW Acupuncture Coll-Albq
 SW Acupuncture Coll-Santa Fe

INSTITUTIONS BY SECTORS	Librarians/Professional Staff and Salaries				Other Staff and Salaries	
	Librarians (02)	Other Prof. Staff (03)	Total Lib/Prof Staff (04-1)	Total Lib/Prof Salaries (04-2)	Other paid staff (05-1)	Other staff salaries (05-2)
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	9	2	11	410,233	10.25	221,813
NM Highlands University	5.0	7.5	12.5	368,388	5	114,250
NM Inst Mining & Tech	3.4	7	10.4	121,790	3.00	228,568
NM State University	21	13	34.0	1,501,658	40.5	1,005,709
University of NM	73	178	251	10,336,176	0	0
Western NM University	4	1.5	5.5	197,675	7.5	154,611
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	1	0	1	49,094	2	39,656
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College	2	0	2	110,279	3	64,515
Eastern NM Univ Roswell	1	2.50	3.50	95,583	0	0
NM Military Institute	2	2	4	179,560	4	72,711
NM State Univ Alamogordo	1	0	1	78,108	6	102,628
NM State Univ Carlsbad	1	0	1	40,111	3	59,117
NM State Univ Dona Ana	4	1	5	155,000	5	105,529
NM State Univ Grants	1	0	1	46,500	2	45,230
San Juan College	4.5	0	4.5	190,418	6.00	116,430
Santa Fe Community Coll	2	1	3	124,057	2.0	39,294
University of NM Gallup	2	0	2	97,600	4.5	137,212
University of NM Los Alamos	1	2.25	3.25	120,880	0	0
University of NM Taos	1	1	2	66,000	0	0
University of NM Valencia	2	0	2	81,985	1	28,000
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

INSTITUTIONS BY SECTORS	Student Assistants/Total Staff and Salaries/Wages				
	Student Assist. (06-1)	Student Assist. wages (06-2)	Total FTE staff (07-1)	Total staff salaries/wages (07-2)	*Employee Fringe Benefits (08-a/b)
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS					
Eastern NM University	11.94	127,922	33.19	759,968	192,289
NM Highlands University	4.2	48,000	21.70	530,638	133,944
NM Inst Mining & Tech	8.75	60,650	22.15	411,008	0
NM State University	43.00	280,252	117.50	2,787,619	0
University of NM	57	892,030	308	11,228,206	0
Western NM University	16	116,228	29.0	468,514	0
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS					
College of the Southwest	1.68	10,327	4.68	99,077	0
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS					
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS					
Clovis Community College	3.00	20,000	8.0	194,794	0
Eastern NM Univ Roswell	2.50	25,750	6.00	121,333	0
NM Military Institute	0.50	0	8.50	252,271	0
NM State Univ Alamogordo	2.50	4,742	9.50	185,478	20,427
NM State Univ Carlsbad	1.50	4,282	5.50	103,510	14,975
NM State Univ Dona Ana	2.75	13,000	12.75	273,529	0
NM State Univ Grants	1	453	4	92,183	11,600
San Juan College	2.25	9,379	12.75	316,227	78,447
Santa Fe Community Coll	4	38,000	9.0	201,351	48,568
University of NM Gallup	3.50	13,000	10	247,812	0
University of NM Los Alamos	3.00	7,875	6.25	128,755	0
University of NM Taos	2.00	16,000	4.00	82,000	0
University of NM Valencia	3	6,285	6	116,270	0
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS					

* Employee fringe benefits paid from Library budget

INSTITUTIONS BY SECTORS	Salaries & Wages	Information Resources				
		Books, Serial Backfiles, Other Materials			Current Serial Subscript/Search Services	
	Total Salaries & Wages (09)	One-Time purchases (10)	Electronic (11)	Audiovisual (12)	Ongoing commitments (13)	Electronic serials (14)
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	759,968	96,445	0	1,618	394,851	62,384
NM Highlands University	530,638	94,750	800	100	290,023	69,649
NM Inst Mining & Tech	411,008	121,529	30,960	3,663	557,466	202,467
NM State University	2,787,619	689,679	18,300	65,270	2,161,415	1,212,779
University of NM	11,228,206	1,724,774	107,525	0	3,648,973	1,467,730
Western NM University	468,514	74,384	0	4,514	197,270	44,885
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	99,077	4,368	0	0	43,648	413
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College	194,794	22,000	0	3,000	46,000	25,000
Eastern NM Univ Roswell	121,333	85,293	0	0	48,548	17,930
NM Military Institute	252,271	40,347	0	13,980	17,050	9,530
NM State Univ Alamogordo	185,478	49,739	2,800	5,320	41,729	28,731
NM State Univ Carlsbad	103,510	9,863	0	3,287	18,720	0
NM State Univ Dona Ana	273,529	47,994	3,000	2,600	66,226	31,096
NM State Univ Grants	92,183	10,436	0	2,072	7,462	3,275
San Juan College	316,227	203,006	5,300	2,929	96,437	56,498
Santa Fe Community Coll	201,351	48,000	4,242	2,000	15,000	12,895
University of NM Gallup	247,812	81,156	0	4,607	30,251	18,205
University of NM Los Alamos	128,755	24,034	1,294	2,000	11,903	6,897
University of NM Taos	82,000	12,061	0	2,358	17,980	12,800
University of NM Valencia	116,270	17,000	0	2,500	24,000	6,972
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

INSTITUTIONS BY SECTOR	Other Information Resources			Operating Expenditures			Total Expenditures (21)
	Doc Del/ILL (15)	Preservation (16)	Other info resources (17)	Comp. hard/ soft ware (18)	Bibliographic Utilities (19)	All other oper expend (20)	
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS							
Eastern NM University	776	15,794	0	36,969	21,100	215,507	1,541,410
NM Highlands University	8,926	3,387	0	17,998	30,195	324,981	1,300,898
NM Inst Mining & Tech	22,709	4,580	2,082	22,186	71,232	84,927	1,297,719
NM State University	42,650	72,347	0	259,837	88,708	553,479	6,655,734
University of NM	39,540	161,812	0	373,362	359,622	1,860,306	19,396,595
Western NM University	4,567	15,780	0	9,104	33,588	73,972	877,179
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS							
College of the Southwest	135	0	0	0	36,697	0	183,925
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS							
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS							
Clovis Community College	0	500	400	0	0	20,000	294,794
Eastern NM Univ Roswell	2,008	818	0	18,948	0	8,101	285,049
NM Military Institute	1,382	1,140	0	1,288	2,605	20,752	336,835
NM State Univ Alamogordo	0	603	0	10,349	5,240	33,718	326,856
NM State Univ Carlsbad	571	0	21,836	11,670	1,325	22,358	189,853
NM State Univ Dona Ana	212	0	0	30,500	12,709	27,718	458,888
NM State Univ Grants	380	907	0	0	1,718	7,106	120,192
San Juan College	2,000	4,352	18,546	7,608	18,261	21,875	688,312
Santa Fe Community Coll	300	1,800	0	2,918	5,089	4,570	279,028
University of NM Gallup	655	0	0	15,082	4,607	13,807	393,370
University of NM Los Alamos	0	1,000	0	1,485	6,993	10,346	184,516
University of NM Taos	1,200	0	0	18,380	600	0	132,221
University of NM Valencia	1,445	1,300	0	0	9,828	9,152	178,995
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS							

INSTITUTIONS BY SECTORS	Library Collections					
	**Books, serial backfiles and other (22)		E-Books (23)		Microforms (24)	
	Added	Held	Added	Held	Added	Held
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	51,012	764,343	1,000	11,000	8,385	458,292
NM Highlands University	8,576	386,489	6,290	17,203	929	183,913
NM Inst Mining & Tech	3,481	346,224	0	0	941	218,481
NM State University	28,669	1,692,035	5,538	8,500	26,619	1,463,677
University of NM	742,437	3,215,607	67,867	136,944	41,648	4,670,545
Western NM University	18,225	191,878	0	0	11,298	344,195
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	2,643	76,217	0	0	2,620	24,195
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College	0	50,598	0	0	2,261	202,860
Eastern NM Univ Roswell	292	41,355	0	0	9,000	249,500
NM Military Institute	1,238	75,718	0	0	880	48,163
NM State Univ Alamogordo	2,257	55,677	14,000	20,528	0	175
NM State Univ Carlsbad	148	16,034	0	0	0	370
NM State Univ Dona Ana	125	17,059	5,083	29,083	0	0
NM State Univ Grants	1,132	37,467	0	0	182	33,896
San Juan College	7,774	76,276	9,371	9,371	2,061	147,715
Santa Fe Community Coll	2,345	43,113	0	0	58	9,920
University of NM Gallup	2,140	37,340	0	0	1,293	84,214
University of NM Los Alamos	2,615	19,753	0	0	0	0
University of NM Taos	423	2,967	0	0	0	0
University of NM Valencia	2,001	35,412	0	0	4	14,008
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

**Includes Government Documents

INSTITUTIONS BY SECTORS	Library Collections					
	Audiovisual materials (25)		Current serial subscriptions (26)		Electr. Ref. Source & Aggregation (27)	
	Added	Held	Added	Held	Added	Held
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	179	23,818	0	1,663	7000	14918
NM Highlands University	2	826	316	740	0	7
NM Inst Mining & Tech	429	4,360	744	1,708	1	75
NM State University	885	34,845	4,514	10,489	0	0
University of NM	0	1,118,206	0	14,901	0	341
Western NM University	187	4,488	996	996	67	67
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	42	1,580	0	292	0	13
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College	222	1,742	320	320	0	0
Eastern NM Univ Roswell	0	0	2	281	0	38
NM Military Institute	558	4,807	5	214	0	5
NM State Univ Alamogordo	193	1,939	3	183	38	190
NM State Univ Carlsbad	68	1,510	2	162	0	0
NM State Univ Dona Ana	217	3,078	6	216	12	36
NM State Univ Grants	23	4,023	7	92	0	4
San Juan College	113	3,353	10	525	6	56
Santa Fe Community Coll	1,435	3,445	46	252	0	0
University of NM Gallup	757	2,599	492	496	1	5
University of NM Los Alamos	188	608	18	93	0	0
University of NM Taos	52	267	15	45	3	6
University of NM Valencia	92	2,670	0	148	0	5
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

INSTITUTIONS BY SECTORS	Interlibrary Loans Provided To			Interlibrary Loans Received From		
	Returnable (28a)	Non-Returnable (28b)	Total Provided (29)	Returnable (30)	Non-Returnable (31)	Total Received (32)
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	2,424	1,699	4,123	1,517	1,807	3,324
NM Highlands University	693	209	902	1,039	1,067	2,106
NM Inst Mining & Tech	984	767	1,751	1,283	3,933	5,216
NM State University	6,433	2,827	9,260	4,702	8,507	13,209
University of NM	0	0	22,799	0	0	22,885
Western NM University	613	355	968	1,717	764	2,481
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	156	0	156	105	160	265
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College	12	0	12	174	102	276
Eastern NM Univ Roswell	178	77	255	105	47	152
NM Military Institute	385	46	431	173	38	211
NM State Univ Alamogordo	388	1	389	151	195	346
NM State Univ Carlsbad	19	0	19	91	63	154
NM State Univ Dona Ana	70	11	81	76	26	102
NM State Univ Grants	0	0	0	189	2	191
San Juan College	407	62	469	227	329	556
Santa Fe Community Coll	0	0	0	112	26	138
University of NM Gallup	0	0	0	180	27	207
University of NM Los Alamos	122	0	122	110	0	110
University of NM Taos	0	0	0	416	35	451
University of NM Valencia	374	14	388	261	54	315
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

INSTITUTIONS BY SECTOR	Document Delivery	Circulation Transactions		Information Services to Groups	
	From commercial services (33)	General Coll. (34-a)	Reserve Coll. (34-b)	No. of Present. (35)	Total Attending (36)
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS					
Eastern NM University	0	40,188	10,845	50	824
NM Highlands University	0	4,836	1,367	27	369
NM Inst Mining & Tech	0	14,741	4,411	31	478
NM State University	82	100,451	32,647	296	5,680
University of NM	0	468,216	357,195	1,027	15,950
Western NM University	0	39,948	2,471	210	2,333
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS					
College of the Southwest	0	2,816	164	20	286
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS					
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS					
Clovis Community College	0	41,947	14,847	75	2,107
Eastern NM Univ Roswell	0	3,711	1,200	30	660
NM Military Institute	0	20,685	1,654	115	3,105
NM State Univ Alamogordo	0	8,910	346	46	1,225
NM State Univ Carlsbad	6,164	1,826	118	24	496
NM State Univ Dona Ana	0	5,883	2,619	158	2,015
NM State Univ Grants	0	2,697	300	4	80
San Juan College	5	18,238	750	145	2,771
Santa Fe Community Coll	0	11,263	5,603	34	506
University of NM Gallup	0	7,136	0	52	1,100
University of NM Los Alamos	5,314	4,418	741	56	840
University of NM Taos	0	2,973	0	58	743
University of NM Valencia	0	9,002	1,971	59	915
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS					

INSTITUTIONS BY SECTOR	Library Services, <i>Typical Week</i> , Fall 2002			Number of Branch and Independent Libraries (01)
	Hours Open (37)	Gate Count (38)	Reference Transactions (39)	
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University	95	5,319	185	1
NM Highlands University	80	3,296	282	1
NM Inst Mining & Tech	105	3,705	58	0
NM State University	95	11,345	636	0
University of NM	100	34,216	1,807	8
Western NM University	77	4,846	68	0
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest	65	1,185	120	0
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College	68	1,800	145	0
Eastern NM Univ Roswell	70	1,430	75	0
NM Military Institute	64	1,920	250	0
NM State Univ Alamogordo	66	655	198	0
NM State Univ Carlsbad	51	369	40	0
NM State Univ Dona Ana	60	2,919	104	2
NM State Univ Grants	61	898	62	0
San Juan College	73	3,927	288	1
Santa Fe Community Coll	51	3,924	320	0
University of NM Gallup	66	2,500	300	0
University of NM Los Alamos	49	1,035	190	0
University of NM Taos	67	125	65	0
University of NM Valencia	59	1,602	64	0
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				

INSTITUTIONS BY SECTORS	Does the library provide the following services?			
	Documents digitized by the library staff? (40)		Library reference service by e-mail or the Web? (41)	
	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University		X	X	
NM Highlands University		X	X	
NM Inst Mining & Tech	X		X	
NM State University		X	X	
University of NM	X		X	
Western NM University		X	X	
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest		X		X
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College				
Eastern NM Univ Roswell		X	X	
NM Military Institute	X			X
NM State Univ Alamogordo	X		X	
NM State Univ Carlsbad		X		X
NM State Univ Dona Ana	X		X	
NM State Univ Grants		X		X
San Juan College	X			X
Santa Fe Community Coll		X	X	
University of NM Gallup		X		X
University of NM Los Alamos		X	X	
University of NM Taos		X	X	
University of NM Valencia		X		X
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				

INSTITUTIONS BY SECTOR	Does the library provide the following services?			
	Technology to assist patrons with disabilities? (42)		Electronic theses and dissertations produced by your students? (43)	
	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University	X		X	
NM Highlands University	X			X
NM Inst Mining & Tech	X			X
NM State University	X			X
University of NM	X			X
Western NM University	X			X
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest	X			X
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College				
Eastern NM Univ Roswell		X		X
NM Military Institute		X		X
NM State Univ Alamogordo	X			X
NM State Univ Carlsbad	X			X
NM State Univ Dona Ana	X			X
NM State Univ Grants	X			X
San Juan College	X			X
Santa Fe Community Coll		X		X
University of NM Gallup	X			X
University of NM Los Alamos		X		X
University of NM Taos		X		X
University of NM Valencia		X		X
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				

INSTITUTIONS BY SECTOR	Information Literacy					
	Does state have one or more state subsidized library consortia providing access to elec. resources? (44)		Does your library participate in one or more state subsidized consortia? (45)		Is cost of participation fully funded by state? (46)	
	Yes	No	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS						
Eastern NM University	X		X		X	
NM Highlands University	X		X			X
NM Inst Mining & Tech	X		X			X
NM State University	X		X		X	
University of NM	X		X		X	
Western NM University	X		X		X	
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS						
College of the Southwest	X		X		X	
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS						
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS						
Clovis Community College						
Eastern NM Univ Roswell		X				
NM Military Institute	X		X		X	
NM State Univ Alamogordo	X		X		X	
NM State Univ Carlsbad	X		X		X	
NM State Univ Dona Ana	X		X		X	
NM State Univ Grants	X		X		X	
San Juan College	X		X		X	
Santa Fe Community Coll	X		X			X
University of NM Gallup	X		X		X	
University of NM Los Alamos	X		X			X
University of NM Taos	X		X		X	
University of NM Valencia	X		X		X	
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS						

INSTITUTIONS BY SECTOR	Information Literacy			
	Is cost of participation partially funded by state? (47)		Does your library participate in other consortia for access to electronic resources? (48)	
	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University			X	
NM Highlands University	X		X	
NM Inst Mining & Tech	X		X	
NM State University			X	
University of NM			X	
Western NM University				X
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest			X	
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College				
Eastern NM Univ Roswell				
NM Military Institute			X	
NM State Univ Alamogordo			X	
NM State Univ Carlsbad			X	
NM State Univ Dona Ana			X	
NM State Univ Grants			X	
San Juan College			X	
Santa Fe Community Coll	X		X	
University of NM Gallup			X	
University of NM Los Alamos	X		X	
University of NM Taos			X	
University of NM Valencia				X
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				

INSTITUTIONS BY SECTOR	Information Literacy			
	A definition of information literacy or of an information literate student (49)		Incorporated Information literacy in the institution's mission (50)	
	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University		X	X	
NM Highlands University		X	X	
NM Inst Mining & Tech	X		X	
NM State University		X		X
University of NM	X			X
Western NM University		X		X
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest	X		X	
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College				
Eastern NM Univ Roswell		X		X
NM Military Institute		X		X
NM State Univ Alamogordo	X			X
NM State Univ Carlsbad	X			X
NM State Univ Dona Ana	X		X	
NM State Univ Grants		X		X
San Juan College	X		X	
Santa Fe Community Coll	X		X	
University of NM Gallup		X		X
University of NM Los Alamos	X		X	
University of NM Taos	X			X
University of NM Valencia	X			X
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				

INSTITUTIONS BY SECTOR	Information Literacy			
	Incorporated information literacy in the institution's strategic plan (51)		An institution-wide committee to implement the strategic plan for information literacy (52)	
	Yes	No	Yes	No
SECTOR 1: FOUR-YEAR-AND-ABOVE PUBLIC INSTITUTIONS				
Eastern NM University	X			
NM Highlands University		X		X
NM Inst Mining & Tech	X		X	
NM State University		X		X
University of NM		X		X
Western NM University		X		X
SECTOR 2: FOUR-YEAR-AND-ABOVE PRIVATE, NON-PROFIT INSTITUTIONS				
College of the Southwest	X			X
SECTOR 3: FOUR-YEAR-AND -ABOVE PRIVATE, FOR PROFIT INSTITUTIONS				
SECTOR 4: TWO-BUT-LESS-THAN-FOUR-YEAR PUBLIC INSTITUTIONS				
Clovis Community College				
Eastern NM Univ Roswell		X		X
NM Military Institute	X			X
NM State Univ Alamogordo		X		X
NM State Univ Carlsbad		X		X
NM State Univ Dona Ana	X			X
NM State Univ Grants		X		X
San Juan College	X			X
Santa Fe Community Coll	X		X	
University of NM Gallup		X		X
University of NM Los Alamos	X			X
University of NM Taos	X		X	
University of NM Valencia	X		X	
SECTOR 5: TWO-BUT-LESS-THAN-FOUR-YEAR PRIVATE, NON-PROFIT INSTITUTIONS				



Appendix

Research & Statistics

Office for Research and Statistics

2004 Form/Instructions/Changes

NCES will collect data again in Fall 2004 using the Web. The form given below is for information only.

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- [2004 Academic Library Survey Form](#)
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 1. [Part A - Number of Public Service Outlets](#)
 2. [Part B - Library Staff](#)
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 4. [Part D - Library Collections](#)
 5. [Part E - Library Services](#)
 6. [Part F - Library Services, Typical Week](#)
 7. [Part G - Electronic Services](#)
 8. [Part H - Information Literacy](#)
- [Changes from 2002 to 2004](#)
- [2004 Alert](#) (PDF File)
- [Letter to Library Representatives](#) (PDF File)
- [Letter to Chief Academic Officers](#) (PDF File)



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2004 ACADEMIC LIBRARIES SURVEY

Changes from the 2002 form

Survey Eligibility

- The word "paid" has been inserted before "staff" in question b.

Part D - Collections

- New question added to top of the section: Is the library collection entirely electronic?
- New Line 27 added: Electronic reference sources and aggregation services

Part E – Library Services, Fiscal Year

- Lines 28 and 29 have been renumbered to 28a and 28b.

Part H – Information Literacy (new section)

- Does your institution have the following, or has it done the following?
 - A definition of information literacy or of an information literate student
 - Incorporated information literacy in the institution's mission
 - Incorporated information literacy in the institution's strategic plan
 - An institution-wide committee to implement the strategic plan for information literacy

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ACADEMIC LIBRARIES SURVEY

PART A – NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004

Line No.	Item	Number
01	Branch and independent libraries – Exclude main or central library	_____

PART B – LIBRARY STAFF, FALL 2004 AND SALARIES/WAGES, FY 2004

(Exclude maintenance and custodial staff, volunteers and contributed services staff)

Note: Report FTE data to two decimals.

Line No.	Staff	FALL 2004 Number of full-time equivalents (FTEs) (1)	FY 2004 Salaries and wages (whole dollars only) (2)
02	Librarians	_____	
03	Other professional staff	_____	
04	Total librarians and other professional staff (sum lines 02 and 03, col. 1)	_____	\$ _____
05	All other paid staff (except student assistants)	_____	\$ _____
06	Student assistants from all funding sources	_____	\$ _____
07	Total full-time equivalent (FTE) staff (sum lines 04 through 06, cols. 1 & 2)	_____	\$ _____
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 10		_____ (Yes/No)
08b	Employee fringe benefits (if paid from library budget)		\$ _____

ACADEMIC LIBRARIES SURVEY

PART C - LIBRARY EXPENDITURES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.		Amount (whole dollars only)
09	Total salaries and wages (same as line 07, col. 2):	\$ _____
	Information resources:	
10	Books, serial backfiles and other materials (one-time purchases)	\$ _____
11	Electronic \$ _____	
12	Audiovisual \$ _____	
13	Current serial subscriptions (ongoing commitments)	\$ _____
14	Electronic serials \$ _____	
	Other information resources:	
15	Document delivery/interlibrary loan	\$ _____
16	Preservation	\$ _____
17	Other expenditures for information resources	\$ _____
	Operating expenditures:	
18	Computer hardware and software (include maintenance)	\$ _____
19	Bibliographic utilities, networks and consortia	\$ _____
20	All other operating expenditures	\$ _____
21	TOTAL EXPENDITURES (Sum lines 09, 10, 13, 15 through 20)	\$ _____

ACADEMIC LIBRARIES SURVEY

PART D – LIBRARY COLLECTIONS, FY 2004

Is the library collection entirely electronic? Yes/No _____

Line No.	Collections	Added during the Fiscal Year (1)	Held at end of Fiscal Year (2)
22	Books, serial backfiles and other paper materials (include government documents)	_____	_____
23	E-Books	_____	_____
24	Microforms	_____	_____
25	Audiovisual materials	_____	_____
26	Current serial subscriptions	_____	_____
27	Electronic reference sources and aggregation services	_____	_____

ACADEMIC LIBRARIES SURVEY

PART E – LIBRARY SERVICES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.	Services	Number
Interlibrary loans <u>provided</u> to other libraries:		
28a	Returnable	_____
28b	Non-returnable	_____
29	Total provided (sum lines 28a and 28b)	_____
Interlibrary loans <u>received</u> from other libraries:		
30	Returnable	_____
31	Non-returnable	_____
32	Total received (sum lines 30 and 31)	_____
33	Documents delivered from commercial services	_____
34a	General circulation transactions	_____
34b	Reserve circulation transactions	_____
Information services to groups:		
35	Number of presentations	_____
36	Total attendance at all presentations	_____

ACADEMIC LIBRARIES SURVEY

PART F – LIBRARY SERVICES, TYPICAL WEEK, FALL 2004

Note: See instructions for exclusions and definitions.

Line No.	Services	Number in a typical week
37	Number of weekly public service hours	_____
38	Gate count in a typical week	_____
39	Reference transactions in a typical week	_____

ACADEMIC LIBRARIES SURVEY

PART G – ELECTRONIC SERVICES

Please respond to each item by selecting “Y” or “N”. If answering for more than one library, select “Y”, if at least one has the service. If the answer was “yes” at any time during the academic year, respond “yes”.

Line No.	Services	Yes/No
	Does your library provide the following?	
40	Documents digitized by the library staff	_____
41	Library reference service by e-mail or the Web	_____
42	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
43	Electronic theses and dissertations produced by your students	_____
	Consortial services:	
44	Does your state have one or more state subsidized library consortium that provides access to electronic resources? If no, select “N” and skip to line 48.	_____
45	Does your library participate in the consortium? If no, select “N” and skip to line 48.	_____
46	Is the cost of your library’s participation fully funded by the state? If yes, select “Y” and skip to line 48.	_____
47	Is the cost of your library’s participation partially funded by the state?	_____
48	Does your library participate in any other consortia for access to electronic resources?	_____

ACADEMIC LIBRARIES SURVEY

PART H – INFORMATION LITERACY

During the academic year 2003-2004, has the academic institution supported information literacy in any of the following ways? Please respond to each item by selecting "Yes" or "No".

Line

No. Does your institution have the following, or has it done the following?

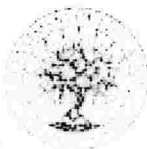
Yes/No

49. A definition of information literacy or of an information literate student

50. Incorporated information literacy in the institution's mission

51. Incorporated information literacy in the institution's strategic plan

52. An institution-wide committee to implement the strategic plan for information literacy



U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

October 25, 2004

Dear Chief Academic Officer:

The National Center for Education Statistics (NCES) conducts a biennial survey of all libraries serving degree-granting 2-year and 4-year institutions in the fifty states and the District of Columbia. In the next few weeks, instructions for survey participation will be sent to the library director at your institution. On-line registration and web data collection opens November 22, 2004 and web data collection closes on March 22, 2005.

The Web-based survey will be available on the NCES Web site for four months, beginning in November. A copy of the ALS 2004 form and instructions has been posted on the NCES Web site (<http://nces.ed.gov/surveys/libraries/AcaRRQuestDefs.asp>) for your review. An online analysis tool for comparing academic libraries is also available on the Academic Libraries Survey Web page (<http://nces.ed.gov/surveys/libraries/academicpeer/>).

The cooperation of your institution is important to the success of this national survey of academic libraries. If you have questions about the Academic Libraries Survey, please contact the Survey Director Jeffrey Williams at jeffrey.williams@ed.gov.

Sincerely,

A handwritten signature in cursive script that reads "Robert Lerner".

Robert Lerner
Commissioner of Education Statistics

cc: Library Director

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ACADEMIC LIBRARY SURVEY

INSTRUCTIONS

GENERAL INSTRUCTIONS

Please respond to each item in this survey in the place provided. 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 ANY 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 2004.

LIBRARY - An entity that provides all of the following:

1. An organized collection of printed or other materials or a combination thereof
2. A paid staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele
3. An established schedule in which services of the staff are available to clientele
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

PERIOD OF REPORT - Report information for the following time periods as specified in each section:

1. **Fiscal year 2004** - Any 12-month period between *June 1, 2003 and September 30, 2004* which corresponds to your institution's fiscal year (for Parts A, B, C, D, and E).
2. **Typical week, Fall 2004** - 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 (for Part F).
3. **Fall 2004** - The period during the fall of 2004 when the survey form is being completed (for Parts B, F, G, and H).

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PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 2004

Branch and independent libraries (line 01) - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2004. 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.



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PART B – LIBRARY STAFF, FALL 2004 AND SALARIES/WAGES, FY 2004

Column (1), Full-time equivalent (FTE) employees (lines 02-07) - Report the number of filled or temporarily vacant FTE positions during Fall 2004 paid from funds under library control. To compute FTEs of part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A 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.

Do NOT report contributed services staff, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. DO NOT include volunteers.

Column (2), Salaries and wages (lines 04-07) - Report expenditures in FY 2004 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 on line 08b. Include salaries and wages from all sources paid to students serving on an *hourly basis*, if available (e.g., College Work Study Program). *Exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Librarians (line 02) - 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 (line 03) - 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 (line 04) - Report the sum of lines 02 and 03, column 1.

All other paid staff (except student assistants) (line 05) - Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students *paid hourly*, who are reported on line 06. Include technical and clerical staff, but *exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Student assistants from all funding sources (line 06) - Report the total FTE of student assistants, employed on an hourly basis whose wages

are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. *Exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Total FTE staff (line 07) - Report the sum of lines 04 through 06, columns 1 and 2.

Employee fringe benefits (line 08a) - If benefits are paid from the library budget, select "Y" and report the amount in line 08b. If benefits are not paid from the library budget, select "N" and skip to Part C, line 10.

(line 08b) - If benefits are paid from the library budget, report the amount here.

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PART C – LIBRARY EXPENDITURES, FISCAL YEAR 2004

Total salaries and wages (line 09) – This line will automatically be filled in from the total Salaries and Wages Expenditures line 07, column 2, in Part B.

Expenditures on information resources and operations (lines 10-21) – Report funds expended by the library in fiscal year 2004 (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, 2003 to September 30, 2004. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. Exclude institutional expenditures for new buildings and building renovation.

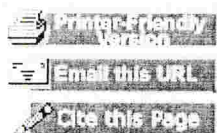
Information resources (lines 10-17) -

Books, serial backfiles, and other materials (one time purchases) (line 10) - Report expenditures for published materials in all formats except current serial subscriptions.

Electronic (line 11) - Report expenditures that are not current serials (i.e. are non-subscription, one-time, or monographic in nature) for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, one-time costs for JSTOR membership, etc. These expenditures have already been reported as part of line 10 above. Therefore, line 11 is not added into Total Expenditures on line 21.

Audiovisual (line 12) – 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 line 10 above. Therefore, line 12 is not added into Total Expenditures on line 21.

Current serial subscriptions (ongoing commitments) (line 13) - Report expenditures for current 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 (line 14) – 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 for resources purchased on a “one-time” basis, such as literature collections, JSTOR membership, etc. These expenditures have already been reported as part of line 13. Therefore, line 14 is not added into Total Expenditures on line 21.

Other Information Resources (lines 15-17) -

Document delivery/interlibrary loan (line 15) - 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 any libraries reported in Part A, transactions between libraries reported in Part A, or expenditures for on campus delivery.

Preservation (line 16) - 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. Do not include staff salaries and wages.

Other expenditures for information resources (line 17) – Report any other collection expenditures not already included on lines 9, 12, 14, and 15, such as expenditures for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis).

Operating Expenditures (lines 18-20)

Computer hardware and software (line 18) - Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. 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 on line 14.

Bibliographic utilities, networks, and consortia (line 19) - Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on lines 11, 14, and 15.

All other operating expenditures (line 20) - Report all other expenditures not already reported on lines 09 through 18 except

employee fringe benefits that are reported on line 08b. Exclude expenditures for new buildings and building renovations. Include all expenditures for furniture and equipment except computer hardware, which should be reported on line 18. Include any related maintenance costs.

Total Expenditures (line 21) - Report the sum of lines 09, 10, 13, 15 through 20.

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PART D - LIBRARY COLLECTIONS, FISCAL YEAR 2004

Enter "Y" or "N" to indicate if the library collection is entirely electronic or not.

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. 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 fiscal year. To get this figure, take the total number held at the end of the previous fiscal year, add the number added during the fiscal year just ended and subtract the number withdrawn during that period.

Books, serial backfiles and other paper materials (include government documents) (line 22) - 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 catalogued, classified, and made ready for use, and which is typically the unit used to charge circulation transactions.*

Include 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 (line 23) - Report the number of electronic monographs that have been purchased by your library and are accessible through the library's catalog. Include e-books you have purchased individually or collaboratively.

Microforms (line 24) - 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 (line 25) – 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.

Current serial subscriptions (line 26) – Report the total number of subscriptions in all formats. If the subscription comes in both paper and electronic form, count it twice. Count each individual title if it is received as part of a publisher's package (e.g., Project MUSE, JSTOR, Academic IDEAL). Report each full-text article database such as Lexis-Nexis, ABI/INFORM as one subscription in line 27. Include paper and microfilm government documents issued serially if they are accessible through the library's catalog.

Electronic reference sources and aggregation services (line 27) – This includes citation indexes and abstracts; full-text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact-finding sources); full-text journal and periodical article collection services (e.g. EBSCOhost, ProQuest, Academic Universe, and INFOTRAC OneFile); dissertation and conference proceedings databases. Licensed electronic resources also include those databases that institutions mount locally.

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PART E - LIBRARY SERVICES, FISCAL YEAR 2004

Interlibrary loans (lines 28-32) - On lines 28a, 28b, and 29, report the number of filled requests for material provided to other libraries. On lines 30, 31, and 32, report the number of filled requests for material received from other libraries. *Do not include* transactions between the main or central library and any libraries reported in Part A or transactions between libraries reported in Part A.

Returnables (lines 28a and 30) - Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Non-returnables (lines 28b and 31) - Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables 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.

Total loans (lines 29 and 32) - Sum lines 28a and 28b for line 29, and sum lines 30 and 31 for line 32.

Documents delivered from commercial services (line 33) - 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.

General circulation transactions (line 34a) - Report the number of items lent from the general collection. Include both initial transactions and renewals. Do not include e-book circulation.

Reserve circulation transactions (line 34b) - Report reserve transactions of all types, including electronic. Include both initial transactions and renewals.

Information services to groups (lines 35 and 36) - Report the total number of presentations (line 35) and the total number of persons attending or served by those presentations (line 36). 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. Do not include meetings sponsored by other groups using library meeting rooms.

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PART F - LIBRARY SERVICES - TYPICAL WEEK, FALL 2004

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 2004 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 (line 37) – 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 (line 38) - 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.

Reference transactions in a typical week (line 39) - Report the total number of reference transactions in a typical week. A reference transaction 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. Information sources include printed and non-printed 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. Include transactions in person, by phone, by e-mail, by the Web, and count transactions that take place at the reference desk, as well as elsewhere. Include information and referral services. 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. Duration should not be an element in determining whether a transaction is a reference 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.

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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".

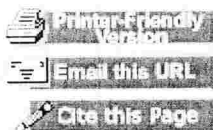
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Research & Statistics

PART H – INFORMATION LITERACY

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Information Literacy is the set of skills needed to find, retrieve, analyze, and use information. The questions require a "yes" or "no" response.

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