

CEAL Statistics

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Questionnaire Instruction 1998-1999

General Instructions

Definitions of the statistical categories used in this questionnaire is based on American National Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics. Z39.7-1983. (New York, American National Standards Institute, 1983.) The questionnaire assumes a fiscal year from July 1, 1998 to June 30, 1999. If your fiscal year is different, please provide a footnote in the "Footnotes" section of the questionnaire. Please do not use decimals unless instructed otherwise. All figures should be rounded to the nearest whole number. Please Click on Each YELLOW CELLS and FILL OUT ALL YELLOW CELLS if applicable. Please LEAVE ALL BLUE CELLS UNTOUCHED. If an exact figure is unavailable, use "U/A". If a question is not applicable to your library, use "N/A". If the appropriate answer is zero or none, use 0.

Specific Instructions

Library Characteristics

- A1 Year: A four-digit number indicating the year of the data 1999 = 1998-1999.

A2 Library number (INSTNO): The code numbers ranging from 0100 to 9800 for the 108 university libraries and from 9850 to 9980 for the 11 non-university libraries. See Table 3 at <http://www.lib.virginia.edu/socsci/ar/1998/institution98.shtml> (For example: 400 Arizona State)

- B2 Your Library Number
- A3 Library Name: The names of the 120 libraries in the data files. Also at <http://www.lib.virginia.edu/socsci/ar/1998/institution98.shtml>
- B3 Your Library Name according to the data file of 120 libraries.
- A4 Type (TYPE): Five codes are used for TYPE:
 - B4 Your Library Type (one digit)
C = Canadian university
P = private U.S. university
S = state controlled or public U.S. university
N = U.S. non-university
X = Canadian non-university
- A5 Region. (For example: Chicago is 03. For individual library region code see <http://www.lib.virginia.edu/socsci/ar/1998/institution98.shtml>)
 - B5 Your Library Region (two digit, choose from 01 to 10)
01 = New England
02 = Middle Atlantic
03 = East North Central
04 = West North Central
05 = South Atlantic
06 = East South Central
07 = West South Central
08 = Mountain
09 = Pacific
10 = Canada
- A6 Law library included (LAW)
- B6 "Y" or "N" indicates whether a law library is included in the reported data.
- A7 Medical library included (MED):
 - B7 "Y" or "N" (one digit)
- A8 Submitted by (Name)
 - B8 Your name
 - A9 Position Title
 - B9 Your Title
 - A10 Phone Number (with Area Code)
 - B10 Your Phone Number
 - A11 E-mail Address
 - B11 Your E-mail address
 - A12 Fax Number (with Area Code)
 - B12 Your Fax Number
 - A13 - A16 Same information for contact Person if different than A8
 - A17 Date Data Submitted

- B17 Date mm/dd/yyyy

Questions 1-5a. EAST ASIAN Collections. Use the ANSI Z39.7-1983 definition for **volume** as follows:

a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, and made ready for use. Note: Each unit/fascicle (ts'e, satsu) in traditional format or contained in a case is counted as one volume.

Include duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microforms, maps, nonprint materials, and uncataloged items. If any of these items cannot be excluded, please provide an explanatory footnote in the "Footnotes" section of the questionnaire.

Non-CJK items in this survey refer to materials in non-CJK languages.

Question 2. Volumes added. Include only volumes cataloged, classified, and made ready for use.

Question 4. Monographic volumes purchased. Report number of titles (if available) and volumes purchased. Include all titles and volumes for which an expenditure was made during the report year, including titles and volumes paid for in advance but not received during the fiscal year. Include monographs in series and continuations. **Note:** This question is concerned with volumes purchased rather than volumes received or cataloged.

Questions 5 Serials. Report the total number of subscriptions. Include duplicate subscriptions. Exclude monographic and publishers' series. **A serial is:** *a publication 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.*

Question 5a. Serials: Not purchased. If separate counts of non-purchased and purchased serials are not available, report only the total number of current serials subscribed and received on line 5, and report "U/A", for line 5a.

Question 6. Microforms. Report the total number of physical units: reels of microfilm, microcards, microprint and microfiche sheets.

Question 7. Computer files. Include the number of pieces of computer-readable disks, tapes, CD-ROMs, and similar machine-readable files comprising data or programs that are **locally held as part of the library's collections** available to library clients. Examples include samples of research software, locally-mounted databases, and reference tools on CD-ROM, tape or disk. Exclude bibliographic records used to manage the collection (i.e. the library's own catalog in machine-readable form), library system software, and microcomputer software used only by the library staff.

Question 8. Cartographic and graphic materials. Include the numbers of pieces of two- and three- dimensional maps and globes. Include satellite and aerial photographs and images. Include the number of pieces of prints, pictures, photographs, postcards, slides, transparencies, film strips, and the like.

Question 9a-9b. Audio, film and video materials. Include the number of pieces of audio cassettes, phonodiscs, audio compact discs, reel-to-reel tapes, and other sound recordings. Include the number of pieces of motion pictures, video cassettes, video laser discs, and similar visual materials.

Question 10. Unprocessed/backlog materials. Report only number of volumes, pieces, etc. that are backlogged. Include materials in all formats. Place an (*) after your answer if you use sampling or estimate.

Question 11-14. Acquisitions budget. Report all funds that come to the library from the regular institutional budget, and from sources such as research grants, endowments, and East Asian programs for acquisition of library materials. Please round figures to the nearest dollar.

Question 11. Appropriations. Report funds from the library for monographs, serials, and other materials for CJK and non-CJK languages. If figures for specific language area are not available, report only total and specify it in the Footnote section.

Question 12. Endowments. Report funds from endowment. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

Question 13. Grants. Report funds from grant. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

Question 14. East Asian program support. Report funds from East Asian program. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

Question 15-17. Personnel. Report the number of staff in filled positions or positions that are only temporarily vacant. Report full-time equivalents (FTE) of part time employees. Estimate percentiles worked under each CJK language category for employees working for more than one language. Report in decimals.

Question 18. Others, FTE. Report the number of staff in the parent institution significantly involved in processing and servicing East Asian materials or hired for special projects. Use footnotes to explain other circumstances.

Question 19. Number of library presentations. Report the number of presentations given by East Asian staff for instruction, orientation, or public relation purposes, including library tours. Place an (*) after your answer if you use sampling or estimate.

Question 20. Number of participants in presentations. Report the total number of participants in presentations reported in 19. Place an (*) after your answer if you use sampling or estimate.

Question 21. Reference transactions. Report the total number of reference transactions handled in person, online or over the telephone. Place an (*) after your answer if you use sampling or estimate.

Question 22. Total circulation. Report the total number of initial circulation, renewals, reserve and special collection circulation if applicable. Use "N/A" or "U/A" if non-applicable. Place an (*) after your answer if you use sampling or estimate.

Question 23-24. Interlibrary loans. Report the numbers of filled and unfilled requests provided to and received from other libraries. Place an (*) after your answer if you use sampling or estimate. When appropriate, includes document delivery statistics.

Question 25. Footnotes. Reporting libraries are urged to record in the footnote sections any information that would clarify the figures submitted.

OTHER LINK:

Association of Research Libraries Statistics

<http://fisher.lib.virginia.edu/newarl/>

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