

- [List of ARL/CEAL Libraries](#)
- [CEAL Statistics Database](#)

INSTRUCTIONS FOR 2013-2014 CEAL STATISTICS ONLINE SURVEY

2014 Online Survey input/edit time frame: **October 1 through December 12, 2014**

A printed copy of the annual statistics will be published in the February 2015 issue of the *Journal of East Asian Libraries*.

General Instructions:

- Definitions of the statistical categories used in this questionnaire are based on Information Services and Use: Metrics & statistics for libraries and information providers – Data Dictionary [NISO Z39.7-2004](#).
- This questionnaire assumes a fiscal year from **July 1, (past year) to June 30, (current year)**.
- Please do not use decimals unless instructed otherwise. All figures should be rounded to the nearest whole number.
- Non-CJK items in this survey refer to non-CJK language materials on East Asia.
- All currencies should be converted to US dollars. Please cooperate with all branch libraries and report one combined library statistics for each institution. An exception is given for law libraries. If an appropriate entry is zero or none, use 0.
- Please use the automatic summation function supplied by the application. Leave all Subtotals and Totals BLANK, and this application will calculate the total.

CEAL Statistics Database (online forms): <http://ceal.lib.ku.edu/CEAL/php/> [login is required to access forms]

- Member access via **login**. Find your library name from the pull-down list and enter your password. You can change your password once you get into your library page. Scroll down to the bottom where the Administrative Form is located. Library survey coordinator should contact Wen-ling Liu (wliu [at] indiana.edu) to retrieve forgotten password.
- New member libraries that wish to establish accounts in order to participate in CEAL annual statistics should contact Vickie Doll (vdoll [at] @ku.edu). See instructions for new library: http://ceal.lib.ku.edu/ceal/php/info_newuser.php
- Consult Vickie Doll (vdoll[at sign]ku.edu) for questions concerning forms and data input. Consult Wen-ling Liu (wliu[at sign]indiana.edu) for password questions.
- 1957 to 2013 CEAL published statistics data: <http://ceal.lib.ku.edu/ceal/PHP/STAT/yearversion.php> and at [KU ScholarWorks](#) (includes articles of data analysis and summary).

Entry Form

Note: The application will calculate all Subtotals (bold fields) automatically if you leave them BLANK (zero "0" is not a blank value). When you change a previous input, you need to BLANK out the previous total or Subtotal for the application to re-calculate a new total. Although you can supply your own totals, it is best to use the automatic calculation feature for data integrity.

- [Monographic Acquisitions Form](#) (required)
- [Physical Total Volume Holdings Form](#) (required)
- [Serials Subscriptions and Non Purchased Serials Form \(title counts\)](#) (required)
- [Holdings of Other Materials Form](#) (required)
- [Unprocessed Backlog Materials Form \(volumes or pieces\)](#) (required)
- [Fiscal Support Form](#)
- [Personnel Support Form](#)
- [Public Services Form](#)
- [Electronic Resources Form](#)
- [Electronic Books Form](#)
- [Administrative Form](#)
- [Library Information Form \(update library Information\)](#) (required)
- [Change Password](#)

Monographic Acquisitions Form* (required)

This form is primarily concerned with volumes purchased rather than volumes received or cataloged.

Monographic volumes purchased:

Report number of titles 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.

01. Purchased Title Chinese: (integer amount e.g. 100)

02. Purchased Title Japanese: (integer amount e.g. 100)

03. Purchased Title Korean: (integer amount e.g. 100)
04. Purchased Title NonCJK: (integer amount e.g. 100)
- 05. Purchased Title Subtotal:** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.
06. Purchased Volume Chinese:
07. Purchased Volume Japanese:
08. Purchased Volume Korean:
09. Purchased Volume NonCJK:
- 10. Purchased Volume Subtotal:** (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. NonPurchased Title Chinese: Gift titles
12. NonPurchased Title Japanese: Gift titles
13. NonPurchased Title Korean: Gift titles
14. NonPurchased Title NonCJK: Gift titles
- 15. NonPurchased Title Subtotal:** (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. NonPurchased Volume Chinese: Gift volumes and Bindery returned periodical added volumes
17. NonPurchased Volume Japanese: Gift volumes and Bindery returned periodical added volumes
18. NonPurchased Volume Korean: Gift volumes and Bindery returned periodical added volumes
19. NonPurchased Volume NonCJK: Gift volumes and Bindery returned periodical added volumes
- 20. NonPurchased Volume Subtotal:** (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.
- 21. Title Total:** (05 + 15) Leave the field BLANK and the application will sum up the total.
- 22. Volume Total:** (10 + 20) Leave the field BLANK and the application will sum up the total.

Physical Total Volume Holdings Form (required)

Previous monographs and bound serials holdings held by the libraries will be supplied by the CEAL database.

[New libraries](#) that didn't participate in year 2009-2013, will need to fill out the data according to your collection information.

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, non print materials, and un-cataloged items.

See the ANSI Z39.7-2004 definition for "volume" as follows:

Volume. 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. Either a serial volume is bound, or it comprises the serial issues that would be bound together if the library bound all serials.

Volumes added:

Include: only volumes cataloged, classified, and made ready for use.

Include: government documents if they have been included in the count of volumes on line 1a. Do not include as part of Volumes Added Gross any government documents or other collections (such as large gift collections or e-book packages) that were added to the collection as the result of a one time download or addition to the OPAC. Include these items in Volumes Held of the previous year (Line 1a) and provide a footnote explaining the revision of Line 1a.

****The values of fields 01-05 are automatically filled with previous year's data from CEAL Database (if available).****

01. Previous Chinese*: (integer amount e.g. 100)
02. Previous Japanese*: (integer amount e.g. 100)
03. Previous Korean*: (integer amount e.g. 100)
04. Previous NonCJK: (integer amount e.g. 100)
- 05. Previous Subtotal*:** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.
06. Added Chinese
07. Added Japanese
08. Added Korean
09. Added NonCJK
- 10. Added Subtotal:** (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. Withdrawn Chinese
12. Withdrawn Japanese
13. Withdrawn Korean
14. Withdrawn NonCJK
- 15. Withdrawn Subtotal:** (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
- 16. Grand Total:** (05 + 10 - 15) Leave the field BLANK and the application will sum up the total.

Serials Form (required)

See the AACR2 (Anglo-American Cataloguing Rules) definition for serial as follows:

Serial. *A bibliographic resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.*

Report the total number of **unique serial titles**. Exclude unnumbered monographic and publishers' series. Electronic serials acquired as part of a bundle or an aggregated package should be counted at the title level, even if they are not cataloged, as long as they are made accessible by the library.

Serial Titles Currently Purchased:

In the case of consortial agreements, count under 'serial titles currently purchased' those titles for which the library pays any amount from its budgeted expenditures. Include all titles that are part of bundles or aggregated packages, even if your library makes a partial payment for access to those titles. **If a purchased title includes electronic access to the title, count that title ONLY ONCE (DEDUPED)** as electronic only. If a database includes full-text and/or abstracted titles, the number of full-text titles can be counted.

01. Purchased Chinese (integer amount e.g.100)
02. Purchased Japanese (integer amount e.g. 100)
03. Purchased Korean (integer amount e.g.100)
04. Purchased NonCJK (integer amount e.g.100)
- 05. Purchased Total** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Serials Not Purchased:

If separate counts of non-purchased and purchased serials are not available, report only the total number (titles) of current serials subscribed and received on line 15, and others "0".

06. Non Purchased Chinese
07. Non Purchased Japanese
08. Non Purchased Korean
09. Non Purchased NonCJK
- 10. Non Purchased Total** (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

Total Serials:

- 11. Total Chinese** (01 + 06) Leave the field BLANK and the application will sum up the total.
- 12. Total Japanese** (02 + 07) Leave the field BLANK and the application will sum up the total.
- 13. Total Korean** (03 + 08) Leave the field BLANK and the application will sum up the total.
- 14. Total NonCJK** (04 + 09) Leave the field BLANK and the application will sum up the total.
- 15. Grand Total** (05 + 10) Leave the field BLANK and the application will sum up the total.

Holdings of Other Materials Form (required)

Total up-to-date holding of "other materials" held. Please do not report only the new acquisitions of the survey year.

Microforms:

Report the total number of physical units in collection: reels of microfilm, microcards, microprint and microfiche sheets. Include all government documents in microform; provide a footnote if documents are excluded.

01. Microform Chinese:
02. Microform Japanese:
03. Microform Korean:
04. Microform NonCJK:
- 05. Microform Subtotal** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Cartographic and graphic materials:

Include: the number 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.

06. Graphic Chinese
07. Graphic Japanese
08. Graphic Korean
09. Graphic NonCJK
- 10. Graphic Subtotal** (06 + 07+ 08 + 09) Leave the field BLANK and the application will sum up the total.

Audio, film and video materials:

Include: the number of pieces of audiocassettes, phonodiscs, audio compact discs, reel-to-reel tapes, and other sound recordings.

Include: the number of pieces of motion pictures, videocassettes, video laser discs, and similar visual materials.

11. Audio Chinese
12. Audio Japanese

13. Audio Korean
14. Audio NonCJK
- 15. Audio Subtotal** (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. Video Chinese
17. Video Japanese
18. Video Korean
19. Video NonCJK
- 20. Video Subtotal** (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

21. DVD Chinese
22. DVD Japanese
23. DVD Korean
24. DVD NonCJK
- 25. DVD Subtotal:** (21 + 22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

26. Other Holdings Total: (05 + 10 + 15 + 20 + 25) Leave the field BLANK and the application will sum up the total.

Unprocessed/Backlog Form

Report only number of volumes, pieces, etc. that are backlogged.

Include: materials in all formats.

01. Unprocessed Chinese:
02. Unprocessed Japanese:
03. Unprocessed Korean:
04. Unprocessed NonCJK:
- 05. Unprocessed Total:** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Fiscal Support Form

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 support for acquisition of library materials. Please round figures to the nearest dollar. Convert Canadian currency to U.S. dollars.

Note: Do not use 1000 separator (,).

Appropriations:

Report funds from the library for monographs, serials, and other materials for CJK and non-CJK languages. If figures for specific language areas are not available, report only in total.

01. Chinese Appropriations Monographic (currency amount e.g. 1000.00, 307600.70)
02. Chinese Appropriations Serial (currency amount e.g. 1000.00, 307600.70)
03. Chinese Appropriations Other Materials (currency amount e.g. 1000.00, 307600.70)
04. Chinese Appropriations Electronic Resources (currency amount e.g. 1000.00, 307600.70)
- 05. Chinese Appropriations Total** (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.
06. Japanese Appropriations Monographic
07. Japanese Appropriations Serial
08. Japanese Appropriations Other Materials
09. Japanese Appropriations Electronic Resources
- 10. Japanese Appropriations Total** (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. Korean Appropriations Monographic
12. Korean Appropriations Serial
13. Korean Appropriations Other Materials
14. Korean Appropriations Electronic Resources
- 15. Korean Appropriations Total** (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. NonCJK Appropriations Monographic
17. NonCJK Appropriations Serial
18. NonCJK Appropriations Other Materials
19. NonCJK Appropriations Electronic Resources
- 20. NonCJK Appropriations Total** (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.
- 21. Total Appropriations** (05 + 10 + 15 + 20) Leave the field BLANK and the application will sum up the total.

Endowments:

Report funds from endowments. If figures for specific area studies are not available, report only total.

22. Endowments Chinese
23. Endowments Japanese
24. Endowments Korean
- 25. Endowments Total** (22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

Grants:

Report funds from grants. If figures for specific area studies are not available, report only total.

26. Grants Chinese
27. Grants Japanese
28. Grants Korean
- 29. Grants Total** (26 + 27 + 28) Leave the field BLANK and the application will sum up the total.

East Asian program support:

Report funds from East Asian program. If figures for specific area studies are not available, report only total.

30. East Asian Program Support Chinese
31. East Asian Program Support Japanese
32. East Asian Program Support Korean
- 33. East Asian Program Support Total** (30 + 31 + 32) Leave the field BLANK and the application will sum up the total.

34. Total Acquisitions Budget (21 + 25 + 29 + 33) Leave the field BLANK and the application will sum up the total.

Personnel Support Form

Personnel

Report the number of FTE (full-time equivalent) staff in filled positions, or positions that are only temporarily vacant.

Estimate percentiles worked under each CJK language category for employees working for more than one language. Report in decimals.

Professional Staff

Each library should report those staff members it considers professional, including, when appropriate, staff who are not librarians in the strict sense of the term, for example computer experts, systems analysts, or budget officers.

01. Professional Chinese (integer or decimal e.g. 10, 0.4, 5.4)
02. Professional Japanese (integer or decimal e.g. 10, 0.4, 5.4)
03. Professional Korean (integer or decimal e.g. 10, 0.4, 5.4)
- 04. Professional Total** (01 + 02 + 03) Leave the field BLANK and the application will sum up the total.

Support Staff

Report the total FTE of staff not included in Professional Staff.

05. Support Chinese
06. Support Japanese
07. Support Korean
- 08. Support Total** (05 + 06 + 07) Leave the field BLANK and the application will sum up the total.

Student Assistants

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's, including federal work-study programs. Exclude maintenance and custodial staff.

09. Student Chinese
10. Student Japanese
11. Student Korean
- 12. Student Total** (09 + 10 + 11) Leave the field BLANK and the application will sum up the total.

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.

13. Other

14. Total Personnel (04 + 08 + 12 + 13) Leave the field BLANK and the application will sum up the total.

Public Services Form

Number of Library Presentations:

Presentations to Groups

Report the total number of sessions during the year of presentations made as part of formal bibliographic instruction programs and through other planned class presentations, orientation sessions, and tours. If the library sponsors multi-session or credit courses that meet several times over the course of a semester, each session should be counted.

Presentations to groups may be for either bibliographic instruction, cultural, recreational, or educational purposes. Presentations both on and off the 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. Do not include training for library staff. Please indicate if the figure is based on sampling. Report the number of presentations given by East Asian staff for instruction, orientation, or public relation purposes, including library tours. Sampling and/or estimation is acceptable.

Participants in Group Presentations

Report the total number of participants in the presentations. For multi-session classes with a constant enrollment, count each person only once. Personal, one-to-one instruction in the use of sources should be counted as reference transactions.

01. Library Presentations (Number of presentations)
02. Participants (Number of participants in presentations)

Reference transactions:

Report the total number of reference transactions. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Include virtual reference transactions (e.g., e-mail, WWW form, chat). Duration should not be an element in determining whether a transaction is a reference transaction. Please indicate if the figure is based on sampling. (see [ARL Reference Transaction; ANSI/NISO Z39.7-2013, Information Services and Use: Metrics & Statistics for Libraries and Information Providers – Data Dictionary](#))

Report the total number of reference transactions handled in person, online or over the telephone.

03. Reference Transactions

Total circulation:

Count the number of **initial circulations** during the fiscal year from the general collection for use usually (although not always) outside the library. **Do not count renewals in the initial circulations**. Include circulations to and from remote storage facilities for library users (i.e., do **not** include transactions reflecting transfers or stages of technical processing.) Count the total number of items lent, not the number of borrowers.

Report total circulation for the fiscal year including initial transactions reported and renewal transactions. Exclude reserve circulations; these are no longer reported.

04. Total Circulations

Interlibrary loans:

Report the number of requests for material (both returnables and non-returnables) provided to other libraries and the number of filled requests received from other libraries or providers. Include originals, photocopies, and materials sent by telefacsimile or other forms of electronic transmission. Include patron-initiated transactions. Exclude requests for materials locally owned and available on the shelves or electronically. Do not include transactions between libraries covered by this questionnaire.

Report the numbers of filled and unfilled requests provided to and received from other libraries. When appropriate, include document delivery statistics.

05. Lending Request Filled
06. Lending Request Unfilled
07. Borrowing Request Filled
08. Borrowing Request Unfilled

Electronic Resources Form

Questions 1 and 2 are intended to gather a complete picture of collection for electronic resources. Please use the Comments section to indicate any comments and suggestions that you believe are not covered by these questions. For each question, use the following general inclusion and exclusion guidelines:

Include: Paid subscriptions or one-time purchases of electronic indexes and reference tools, electronic full-text periodical collections and electronic journal back-files, online searches of remote databases -- whether accessed remotely or installed locally from CD-ROM, magnetic tapes, magnetic disks, etc.

Also include: materials purchased jointly with other institutions if such expenditures can be separated from other charges for joint services; fees paid to bibliographic utilities if the portion paid for computer files and search services can be separately counted; and equipment costs when they are inseparably bundled into the price of the information product. **A total expenditures on electronic resources of the statistical year is required in this form.**

Exclude: bibliographic utilities, networks, and consortia that are unrelated to end-user database access, which should be reported in the [Library Information Form](#); and library system software and software used only by the library staff.

1. 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 are U.S. Census data tapes, sample 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.

1.1 Computer Files (one-time/monographic purchase)

01. Chinese Number of Titles and discs (integer amount e.g.100)
02. Japanese Number of Titles and discs
03. Korean Number of Titles and discs
04. NonCJK Number of Titles and discs
- 05. Subtotal** Number of Titles and discs (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Comments for 1.1:

Report the numbers of titles and expenditures of computer files that are not current serials (i.e. are non-subscription, one-time, or monographic in nature) for software or machine-readable materials considered part of the collections.

Examples include periodical backfiles, literature collections such as Er shi wu shi (二十五史, by Jinan Huiwei), Si ku quan shu (四庫全書, CD-ROM), Si ku quan shu wang luo ban (四庫全書網絡版), Zhongguo bai ke da ci dian (中國百科大辭典), Zhonghua bo shuo shi lun wen jian suo guang die (Chinese Dissertation Reference CD, 中華博碩士論文檢索光碟), Genji monogatari honbun kenkyū dētābēsu, Kugyok Choson wangjo sillok = Annals of the Chosun dynasty, Hanguk hyondae munhak 100-yon = Korean modern literature 100 years, Koryo taejanggyong (高麗大藏經), etc..

1.2 Computer Files (Accompanying monographic purchase or serials subscription)

06. Chinese Number of Titles and number of discs
07. Japanese Number of Titles and number of discs
08. Korean Number of Titles and number of discs
09. NonCJK Number of Titles and number of discs
- 10. Subtotal** Number of Titles and number of discs (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

Comments for 1.2:

Include: CD-ROMs that accompany a primary format such as printed serials subscriptions and monographic purchases. Examples include CDs that come with Japanese government's annual hakusho (白書), Chinese yearbook (年鑑), and Korean periodical title of Shin Donga (新東亞). These expenditures have already been included in either monographic or serials subscriptions.

1.3 Computer Files (One-time gift items that come either alone or accompanying a printed gift)

11. Chinese Number of Titles and number of discs (integer amount e.g. 70)
12. Japanese Number of Titles and number of discs
13. Korean Number of Titles and number of discs
14. NonCJK Number of Titles and number of discs
- 15. Subtotal** Number of Titles and number of discs (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

Comments for 1.3

Include: gift items that were not included in subscriptions in 1.1 nor 1.2.

1.4 Total Computer Files (1.1 + 1.2 + 1.3)

- 16. Chinese** Number of Titles and number of discs (01 + 06 + 11) (integer amount e.g. 70)
- 17. Japanese** Number of Titles and number of discs (02 + 07 + 12)
- 18. Korean** Number of Titles and number of discs (03 + 08 + 13)
- 19. NonCJK** Number of Titles and number of discs (04 + 09 + 14)
- 20. Total** Number of Titles and number of discs (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

1.5 Previous Total Computer Files (2002-)

(Starting 2006, the values of 21-25 will be obtained from previous year records in the CEAL database)

21. Chinese Number of Titles and number of discs (integer amount e.g. 70)
22. Japanese Number of Titles and number of discs
23. Korean Number of Titles and number of discs
24. NonCJK Number of Titles and number of discs
- 25. TOTAL (of previous years)** Number of Titles and number of discs (21 + 22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

1.5.1 Grand Total Computer Files (2005-)

Note: 21.1 to 25.1 are grayed out. Values will be calculated automatically after the submission.

(Grand Total = Previous Year + Current Year).

New libraries and libraries that did not have the "previous Year" figures, will be able to fill in figures at the current year survey table.

- 21.1. Chinese** (16 + 21)
- 22.1. Japanese** (17 + 22)
- 23.1. Korean** (18 + 23)
- 24.1. Non-CJK** (19 + 24)
- 25.1. Total** (21.1 + 22.1 + 23.1 + 24.1)

2. ELECTRONIC DATABASES (remote access on-going/leases/subscriptions)

Note: Majority of electronic resources (2.1-2.3) via online access are considered as subscriptions. The following should be filled as up-to-date library holdings and not new database count that were acquired during the survey year.

Report the numbers of database title and subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic and for online searches of remote databases. Count all subject modules within an aggregated Interdisciplinary database.

Exclude: print serials that are accompanied by CD-ROMs (use 1.2). 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, etc. See 2.1 and 2.2 for details.

2.1 Electronic databases (indexes and reference)

26. Chinese Number of Databases (integer amount e.g. 100)
27. Japanese Number of Database
28. Korean Number of Database
29. NonCJK Number of Database
30. **Subtotal** Number of Databases (26 + 27 + 28 + 29) Leave the field BLANK and the application will sum up the total.

Comments for 2.1:

Include: Paid subscriptions or one-time purchases for subscription expenditures for purchase of or access to reference tools such as encyclopedias, almanacs, indexes and abstracts.

Exclude: expenditures for indexes and abstracts which include substantial access to ASCII text or full images of serial content, which should be reported in 2.2. In 2.1, the primary content is of abstract or index in nature.

Examples include Bibliography of Asian Studies, Digital dictionary of Buddhism, Quan guo bao kan zi liao suo yin (全国报刊资料索引), Japan narejji Lib (ジャパンナレッジ Lib) = JapanKnowledge Lib, Zasshi kiji sakuin shūsei dētabēsu (雑誌記事索引集成データベース), Nihon rekishi chimei taikei (日本歴史地名大系) = Japanese Historical Place Names, CiNii Articles, Tonga inmul chōngbo 동아인물정보, EncyKorea, etc.

2.2 Electronic full-text databases

31. Chinese Number of Database (integer amount e.g. 10)
32. Japanese Number of Database
33. Korean Number of Database
34. Non-CJK Number of Database
35. **Subtotal** Number of Databases (31 + 32 + 33 + 34) Leave the field BLANK and the application will sum up the total.

Comments and/or Footnotes for 2.2:

Include: Paid subscriptions or one-times purchases for electronic versions of scholarly journals unless inseparably bundled with print subscription costs; expenditures for e-journal aggregation services; expenditures for indexes and abstracts that include substantial access to the ASCII text or full images of serial content; annual access fees for resources purchased on a "one-time" basis, such as literature collections, etc.

Examples: Han ji dian zi wen xian zi liao ku (漢籍電子文獻資料庫 or Scripta Sinica), Han da wen ku (漢達文庫 or Chinese Ancient Texts or CHANT), Wen yuan ge Si ku quan shu dian zi ban : Siku Quanshu (文淵閣四庫全書網絡版), Da Ming shi lu (大明實錄 Veritable records of the Ming dynasty), CAJ full-text database (Zhongguo xue shu qi kan wang 中国学术期刊网 or China Academic Journals), China Online Journals (万方数据 数字化期刊全文数据库), ChinaMaxx digital libraries, Apabi digital library, Ren min ri bao : People's daily, China Data Online 中国数据在线 (China Statistics and Census Data), CiNii Articles (some full-texts), Yomidasu Rekishikan (ヨミダス歴史館), Kikuzo (聞蔵), KISS, DBpia 누리미디어 학회지, Kyobo Scholar 교보스콜라, Choson ilbo, e-Korean Studies Database, Kdatabase 한국학전자도서관, etc..

NOTE: Combine 2.1 and 2.2 data and figures above. Report the total in 2.3.

2.3 Electronic Subscriptions Total (2.1 + 2.2)

36. **Chinese electronic subscription total** (26 + 31) Number of Titles (integer amount e.g. 100)
37. **Japanese electronic subscriptions total** (27 + 32) Number of Titles
38. **Korean electronic subscriptions total** (28 + 33) Number of Titles
39. **Non-CJK electronic subscriptions** (29 + 34) Number of Titles
40. **Electronic subscription Total** (30 + 35) Leave the field BLANK and the application will sum up the total.

3. TOTAL Electronic Resources Expenditures (expenditures for 1.4 + 2.3 in U.S. Dollars)

41. **Grand Total Electronic Resource Expenditures** (expenditures for 20 + 40) Leave the field BLANK and the application will sum up the total.

Only include electronic books that have been cataloged by your library or whose catalog records have been loaded into your catalog. Count those e-books owned by or leased/paid for and for which there is a catalog record in the library catalog.

01. Purchased E-Books Title Chinese (integer amount e.g. 100)

02. Purchased E-Books Title Japanese

03. Purchased E-Books Title Korean

04. Purchased E-Books Title NonCJK

05. Purchased E-Books Title Subtotal (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

06. Purchased E-Books Volume Chinese

07. Purchased E-Books Volume Japanese

08. Purchased E-Books Volume Korean

09. Purchased E-Books Volume NonCJK

10. Purchased E-Books Volume Subtotal (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

11. NonPurchased E-Books Title Chinese

12. NonPurchased E-Books Title Japanese

13. NonPurchased E-Books Title Korean

14. NonPurchased E-Books Title NonCJK

15. NonPurchased E-Books Title Subtotal (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

16. NonPurchased E-Books Volume Chinese

17. NonPurchased E-Books Volume Japanese

18. NonPurchased E-Books Volume Korean

19. NonPurchased E-Books Volume NonCJK

20. NonPurchased E-Books Volume Subtotal (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

21. E-Books Title Total (05 + 15) Leave the field BLANK and the application will sum up the total.

22. E-Books Volume Total (10 + 20) Leave the field BLANK and the application will sum up the total.

23. E-Books Expenditure Total

Administrative Forms

Change Institution Information:

This will lead you to the [Library Information Form](#) and allow you to update your own library information.

Library Information Form

Previously participated libraries consult information about name, library number, type, and region at: [CEAL Statistics 2012-2013](#)

Library Name:

The names of libraries in the pull down list. Use the short name instead of full name:

Ex. *Kansas* instead of the *University of Kansas*.

Library Type (Typ):

Choose one from the pull-down list:

- Canadian university
- Private U.S. University
- State controlled or Public University
- U.S. non-University
- Canadian non-University

Library Region (Reg):

Choose one from the pull-down list.

- New England
- Middle Atlantic
- East North Central
- West North Central
- South Atlantic
- East South Central
- West South Central
- Mountain
- Pacific
- Canada
- Mexico

Law library included (LAW):

Choose **Yes** or **No** from the pull down list to indicate whether a law library is included in the reported data.

Medical library included (MED):

Choose **Yes** or **No** from the pull down list to indicate whether a medical library is included.

Submitted by (Name): First Name and Last Name.

Position Title currently held by the one who submits data: e.g. Head, Asian Library

Phone Number (with Area Code): e.g. (234) 123-4567

E-mail Address: e.g. user@server.edu

Fax Number (with Area Code): e.g. (123) 123-6789

Bibliographic Utilities: e.g. OCLC, RLG, etc.

Networks or Consortia: e.g. Ohiolink, Illinet, GWLA, etc.

Integrated System Vendor: e.g. Sirsis, DRA, Ex-Libris-USA, Endeavor, etc.

OPAC Capability of CJK Display:

Choose **Yes** or **No** from the pull-down list.

Library HomePage: e.g. <http://www.server.edu>

Library Online Catalog:

URL of your library online catalog: e.g. http://www.library_catalog.server.edu

Change Password

To ensure security and prevent unauthorized access, please choose a password that does not relate directly to you. Do not use your first name or birthday. Your password is NOT case sensitive. You can use both numbers, English characters, minus sign and underscore. Do not use spaces and other symbols.

CEAL Statistics Committee:

Vickie Fu Doll (vdoll [at] ku.edu)

Wen-ling Liu (wliu [at] indiana.edu)

CEAL Statistics Home Page: <http://ceal.lib.ku.edu/ceal/stat/>

CEAL Statistics Database: <http://ceal.lib.ku.edu/CEAL/php/>

- [Council on East Asian Libraries \(CEAL\)](#)
- [CEAL Statistics Database](#)
- [CEAL Published Statistics](#)
- [CEAL Statistics Home](#)

Forget your password? Need to establish an account? Questions?

[Contact us](#) - © 1999 - 2014