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Questions?

Contact **Yvonne**

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Duke University Libraries Statistics 2003/2004 Summary

	2003/2004	2002/2003	Change	%
• Volumes held	5,493,928	5,360,303	133,625	2.49%
• Microforms held	4,201,792	4,256,544	-54,752	-1.29%
• Monographic volumes purchased	61,281	76,371	-12,014	-19.76%
• Current serials received	33,934	38,112	-4,178	-10.96%
• ILL provided	45,412	45,695	-283	-0.62%
• ILL received	18,164	17,293	871	5.04%
• Reference transactions	113,081	114,075	-994	-1.55%
• Total circulation	537,599	546,063	-8,464	-0.24%
• Cataloged titles online	3,411,029	3,279,836	131,193	4%
• Percentage of cataloged titles online	99%	99%	0	0.0%
• Total expenditures	\$30,156,928	\$32,315,593	-\$2,158,665	-6.68%



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ARL STATISTICS QUESTIONNAIRE, 2003/2004

Volumes in Library:

- 1a. Volumes held June 30, 2003 (Exclude microforms, uncataloged govt. docs., maps, a/v material)*_5,360,303_
2. Volumes added during year -- Gross (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_129,463_
- 2a. Volumes withdrawn during year (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_4,162_
3. Volumes added during year -- Net * _133,625_
 1. Volumes held June 30, 2004 _5,493,928_
 4. Number of monographic volumes purchased* (Volumes for which expenditures are reported on line 16.)_61,281_

Serials:

5. Number of current serials, including periodicals, purchased _31,884_
6. Number of current serials, including periodicals, received but not purchased (exchanges, gifts, deposits, etc.) _2,050_
7. Total number of current serials received _33,934_

Other Library Materials. Total number of pieces held June 30, 2004:

8. Microform units _4,201,792_
9. Government documents not counted elsewhere _1,247,376_
10. Computer files_8,018_
11. Manuscripts and archives (linear ft.)* _49,475_

Audiovisual materials:

12. Cartographic*_131,992
13. Graphic*_353,382_
14. Audio* _47,093_
15. Film and Video*_59,007_

EXPENDITURES Reported in Canadian dollars? No

Library Materials

16. Monographs (Expenditures for volumes reported on line 4) _3,471,359_
17. Current serials including periodicals _7,609,382_
18. Other library materials (e.g., microforms, a/v, etc.)* _78,932_
19. Miscellaneous (All materials fund expenditures not included above)_793,741_
20. Total library materials _11,953,414_

21. Contract binding _263,031_

Salaries and Wages

22. Professional staff *_8,564,404_

23. Support staff _4,820,400_

24. Student assistants* _457,782_

25. Total salaries and wages* 13,842,586_

26. Other operating expenditures* _4,097,897_

27. Total library expenditures* _30,156,928_

Electronic Resources & ILL

28. Expenditures on computer files 148,310

29. Expenditures on electronic serials 3,102,835

30a. Expenditures on bibliographic utilities (library) 257,205

30b. Expenditures on bibliographic utilities (external) 0

31. Expenditures on computer hardware and software 1,568,483

32. Expenditures on document delivery/interlibrary loan 10,118

PERSONNEL

33. Professional staff, FTE _154_

34. Support staff, FTE _145_

35. Student assistants, FTE _39_

36. Total FTE staff _339

37. Staffed service points 20_

38. Library service hours 119

INSTRUCTION

39. Number of library presentations to groups _911_

39a. Figure based on sampling? No

40. Number of total participants in group presentations reported on line 32 _9,782_

40a. Figure based on sampling? No

REFERENCE

41. Number of reference transactions _113,801_

41a. Figure based on sampling? Yes

CIRCULATION

42. Number of initial circulations (excluding reserves) *_342,786_

43. Total circulations (initial and renewals, excluding reserves)* _537,599_

INTERLIBRARY LOANS

44. Total number of filled requests for materials provided to other libraries _45,412_

45. Total number of filled requests for materials received from other libraries _18,164

PH.D. DEGREES

46. Number of Ph.D.s awarded in FY 2003-2004 _238_

47. Number of fields in which Ph.D.s can be awarded _42_

FACULTY (See instructions)

48. Number of full-time instructional faculty in FY 2003/2004 _949_

ENROLLMENT - FALL 2003 (TOTALS)

49. Full-time students, undergraduate and graduate _11,966_

50. Part-time students, undergraduate and graduate _432_

51. Full-time graduate students _5,797_

52. Part-time graduate students _353_

LOCAL CHARACTERISTICS or ATTRIBUTES

53. Basis of volume count is: X Physical _____ Bibliographic

54. Government documents are included in count of Current Serials. No

55. Fringe benefits are included in expenditures for salaries and wages. No

56. Law Library statistics are included. Yes

57. Medical Library statistics are included Yes

58. Other main campus libraries included: [list in "Footnotes" below].

59. Branch Campus Libraries. (See paragraph six of the "General Instructions")

Figures include branch CAMPUS libraries: Yes We have only one campus.

If branch campus libraries are included, please specify which campuses in "Footnotes" below.

If branch campus libraries are not included, please specify which campuses in "Footnotes" below.

FOOTNOTES

2. 2a. 3. 4. 5. 6. & 7: Decreases due to an eleven month fiscal year necessary to facilitate data migration to a new Integrated Library System.

8: Decrease due to more accurate information from OPAC report.

27: Decrease due to budget cuts across campus libraries.



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ARL STATISTICS QUESTIONNAIRE, 2003/2004 Ford Library at the Fuqua SCHOOL OF BUSINESS

Volumes in Library:

- 1a. Volumes held June 30, 2003 (Exclude microforms, uncataloged govt. docs., maps, a/v material)* _25,779_
2. Volumes added during year -- Gross (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_2,372_
- 2a. Volumes withdrawn during year (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_826_
3. Volumes added during year -- Net * _1,546_
1. Volumes held June 30, 2004 _27,325_
4. Number of monographic volumes purchased* (Volumes for which expenditures are reported on line 16.)_797_

Serials:

5. Number of current serials, including periodicals, purchased _261_
6. Number of current serials, including periodicals, received but not purchased (exchanges, gifts, deposits, etc.) _21_
7. Total number of current serials received _282_

Other Library Materials. Total number of pieces held June 30, 2004:

8. Microform units _446,631_
9. Government documents not counted elsewhere _-_
10. Computer files_454_
11. Manuscripts and archives (linear ft.)* _-_

Audiovisual materials:

12. Cartographic*_-_
13. Graphic*_-_
14. Audio*_162_
15. Film and Video*_1,615_

EXPENDITURES Reported in Canadian dollars? No

Library Materials

16. Monographs (Expenditures for volumes reported on line 4) _57,663_
17. Current serials including periodicals _223,831_
18. Other library materials (e.g., microforms, a/v, etc.)* _7,163_
19. Miscellaneous (All materials fund expenditures not included above)_510,930_
20. Total library materials _799,587_

21. Contract binding _539_

Salaries and Wages

22. Professional staff * _238,750_

23. Support staff _109,133_

24. Student assistants* _44,592_

25. Total salaries and wages* 392,475_

26. Other operating expenditures* _60,603_

27. Total library expenditures* _1,253,204_

Electronic Resources & ILL

28. Expenditures on computer files n/a

29. Expenditures on electronic serials 510,930

30a. Expenditures on bibliographic utilities (library) 1,245

30b. Expenditures on bibliographic utilities (external) n/a

31. Expenditures on computer hardware and software n/a

32. Expenditures on document delivery/interlibrary loan -

PERSONNEL

33. Professional staff, FTE _4_

34. Support staff, FTE _4_

35. Student assistants, FTE _4_

36. Total FTE staff _12

37. Staffed service points 1_

38. Library service hours 90

INSTRUCTION

39. Number of library presentations to groups _33_

39a. Figure based on sampling? No

40. Number of total participants in group presentations reported on line 32 _317_

40a. Figure based on sampling? No

REFERENCE

41. Number of reference transactions _2,117_

41a. Figure based on sampling? No

CIRCULATION

42. Number of initial circulations (excluding reserves) * _12,168_

43. Total circulations (initial and renewals, excluding reserves)* _18,317_

INTERLIBRARY LOANS

44. Total number of filled requests for materials provided to other libraries _219_


45. Total number of filled requests for materials received from other libraries _135_



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ARL ACADEMIC LAW LIBRARY STATISTICS QUESTIONNAIRE, 2003/2004

Volumes in Library:

- 1a. Volumes held June 30, 2003 (Exclude microforms, uncataloged govt. docs., maps, a/v material)* _414,522_
2. Volumes added during year -- Gross (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_10,965_
- 2a. Volumes withdrawn during year (Exclude microforms, uncataloged govt. docs., maps, a/v material.)_1,120_
3. Volumes added during year -- Net * _9,845_
1. Volumes held June 30, 2004 _424,367_
4. Number of monographic volumes purchased* (Volumes for which expenditures are reported on line 16.)_u/a_

Serials:

5. Number of current serials, including periodicals, purchased _6,734_
6. Number of current serials, including periodicals, received but not purchased (exchanges, gifts, deposits, etc.) _133_
7. Total number of current serials received _6,867

Other Library Materials. Total number of pieces held June 30, 2004:

8. Microform units _994,546_
9. Government documents not counted elsewhere _0_
10. Computer files_187_
11. Manuscripts and archives (linear ft.)* _86

Audiovisual materials:

12. Cartographic 0
13. Graphic _0_
14. Audio _277_
15. Film and Video _297_

EXPENDITURES Reported in Canadian dollars? No

Library Materials

16. Monographs (Expenditures for volumes reported on line 4) _201,569_
17. Current serials including periodicals _1,060,543_
18. Other library materials (e.g., microforms, a/v, etc.)* _66,601_
19. Miscellaneous (All materials fund expenditures not included above)_113,525_
20. Total library materials _1,442,238_
21. Contract binding _22,973_

Salaries and Wages

- 22. Professional staff _778,939_
- 23. Support staff _372,249_
- 24. Student assistants _21,058_
- 25. Total salaries and wages 1,172,246_

26. Other operating expenditures _124,579_

27. Total library expenditures _2,762,036_

Electronic Resources & ILL

- 28. Expenditures on computer files 0
- 29. Expenditures on electronic serials 105,138
- 30a. Expenditures on bibliographic utilities (library) 10,000
- 30b. Expenditures on bibliographic utilities (external) 0
- 31. Expenditures on computer hardware and software 10,341
- 32. Expenditures on document delivery/interlibrary loan 643

PERSONNEL

- 33. Professional staff, FTE _10_
- 34. Support staff, FTE _12_
- 35. Student assistants, FTE _5_
- 36. Total FTE staff _27
- 37. Staffed service points 1_
- 38. Library service hours 103

INSTRUCTION

- 39. Number of library presentations to groups _123_
 - 39a. Figure based on sampling? No
- 40. Number of total participants in group presentations reported on line 32 _528_
 - 40a. Figure based on sampling? No

REFERENCE

- 41. Number of reference transactions _2,598_
 - 41a. Figure based on sampling? No

CIRCULATION

- 42. Number of initial circulations (excluding reserves) *_20,083_
- 43. Total circulations (initial and renewals, excluding reserves)*_31,671_

INTERLIBRARY LOANS

- 44. Total number of filled requests for materials provided to other libraries _1,384_
- 45. Total number of filled requests for materials received from other libraries _1,028

FOOTNOTES


2a: Decrease due to fewer items withdrawn over the 03/04 fiscal year.



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STATISTICS QUESTIONNAIRE, 2003/2004 PERKINS SYSTEM ONLY (Including the Divinity School Library)

COLLECTIONS

Volumes in Library:

- 1a. Volumes held June 30, 2003(Exclude microforms, uncataloged govt. docs., maps, a/v material) 4,659,834
2. Volumes added during year -- Gross (Exclude microforms, uncataloged govt. docs., maps, a/v material.) 97,279
- 2a. Volumes withdrawn during year (Exclude microforms, uncataloged govt. docs., maps, a/v material.) 1,138
3. Volumes added during year -- Net 97,279
1. Volumes held June 30, 2004 4,757,133
4. Number of monographic volumes purchased (Volumes for which expenditures are reported on line 16.) 59,248

Serials:

5. Number of current serials, including periodicals, purchased 24,125
6. Number of current serials, including periodicals, received but not purchased (exchanges, gifts, deposits, etc.) 1,891
7. Total number of current serials received 25,559

Other Library Materials. Total number of pieces held June 30, 2004:

8. Microform units 2,760,422
9. Government documents not counted elsewhere 1,247,376
10. Computer files 7,192
11. Manuscripts and archives (linear ft.) 40,580

Audiovisual materials:

12. Cartographic 131,899
13. Graphic 331,046
14. Audio 45,816
15. Film and Video 55,450

EXPENDITURES Reported in Canadian dollars? No

Library Materials

16. Monographs (Expenditures for volumes reported on line 4) 3,126,370
17. Current serials including periodicals 5,237,096
18. Other library materials (e.g., microforms, a/v, etc.) _u/a_
19. Miscellaneous (All materials fund expenditures not included above) 23,905
20. Total library materials 8,387,371

21. Contract binding 218,216

Salaries and Wages

22. Professional staff 6,426,753

23. Support staff 3,634,054

24. Student assistants 390,546

25. Total salaries and wages 10,451,353

26. Other operating expenditures 3,427,948

27. Total library expenditures 22,484,888

PERSONNEL

33. Professional staff, FTE 119.58

34. Support staff, FTE 108.69

35. Student assistants, FTE 30.35

36. Total FTE staff 258.62

INSTRUCTION

39. Number of library presentations to groups 580

39a. Figure based on sampling? No

40. Number of total participants in group presentations reported on line 32 6,610

40a. Figure based on sampling? No

REFERENCE

41. Number of reference transactions 93,482

41a. Figure based on sampling? Yes

CIRCULATION

42. Number of initial circulations (excluding reserves) 295,833

43. Total circulations (initial and renewals, excluding reserves) 466,813

INTERLIBRARY LOANS

44. Total number of filled requests for materials provided to other libraries 26,935

45. Total number of filled requests for materials received from other libraries 14,238

LOCAL CHARACTERISTICS or ATTRIBUTES


53. Basis of volume count is: Physical Bibliographic

54. Government documents are included in count of Current Serials. No

55. Fringe benefits are included in expenditures for salaries and wages. No





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ARL SUPPLEMENTARY STATISTICS QUESTIONNAIRE, 2003/2004

*Refer to footnotes below for complete information

ELECTRONIC RESOURCES

Reported in Canadian dollars? No

1. Electronic journals purchased 30,940
2. Electronic full-text journals purchased 25,498
3. Electronic journals NOT purchased 1,589
4. Electronic reference sources 70
5. Electronic books 26,982

EXPENDITURES

6. Expenditures for current electronic journals u/a
7. Expenditures for electronic full-text journals 5,694
8. Expenditures for electronic reference sources 658,618
9. Expenditures for electronic books u/a

SERVICE & RESOURCES

10. Number of virtual reference transactions 14,174
11. Federated searching of networked resources allowed? yes
12. Number of logins to networked electronic resources u/a
- 12a. Number of resources for which you are reporting u/a
13. Number of queries in networked electronic resources u/a
- 13a. Number of resources for which you are reporting u/a
14. Number of items requested in networked electronic resources u/a
- 14a. Number of resources for which you are reporting u/a
- 15a. Number of virtual visits to the library's website 803,345
- 15b. Number of virtual visits to the library's catalog 10,937
- 15c. Excludes virtual visits from inside the library? yes
- 16a. Number of digital library collections 8

DIGITAL COLLECTIONS

- 16b. Size of digital library collections (in megabytes) 186
- 16c. Number of items in digital library collection 36,396
- 17a. Number of times digital items accessed 2,402

17b. Number of queries conducted for digital items 1,749

18a. Direct cost of digital collections - Personnel n/a

18b. Direct cost of digital collections - Equipment n/a

OTHER

19. Volumes help collectively n/a

FOOTNOTES

1: Actual amount is higher. The Law Library and the Business Library were unable to provide this data.

4: Actual amount is much higher. The Main Library System was unable to provide this data.

7. & 8: Actual amounts are much higher. The Main Library System was unable to provide this data.

10: This number excludes Law Library virtual reference transactions.

15a. & 15b: Actual visits are much higher. This number excludes the Main Library System.

17a. & 17b: Actual access and queries are much higher. This date excludes access and queries of the Rare Book Manuscript & Special Collections digital collection which contains the library's largest digital collection.

18a. & 18b: All past digitization projects were grant funded. Current funding information is not available.



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ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2003/2004

ADMINISTRATION

1. Does the library have a preservation administrator? yes
2. If yes, what percentage of the administrator's total job assignment is dedicated to preservation activities and preservation program management? 100%
3. If yes, what is the Preservation supervisor's job title? Preservation Officer

PERSONNEL

4. If the library has a preservation administrator who supervises staff, how many staff are in the preservation unit (including the preservation administrator)?
 - 4a. FTE Professional staff 2.00
 - 4b. FTE Support Staff 6.50
 - 4c. FTE Student Assistants 1.50
 - 4d. FTE Total Staff 10.00
5. How many FTE staff are engaged in preservation activities library-wide (including staff reported in question #4 above)?
 - 5a. FTE Professional staff 2.30
 - 5b. FTE Support Staff 7.73
 - 5c. FTE Student Assistants 1.55
 - 5d. FTE Total Staff 11.58

EXPENDITURES

Check one: Canadian dollars _____ U.S. dollars

6. Salaries and wages for staff engaged in preservation activities library wide (as reported in Question #5 above)
 - 6a. Professional staff \$ 131,355
 - 6b. Support staff \$ 220,571
 - 6c. Student assistants \$ 8,668
 - 6d. TOTAL expenditures for preservation staff \$ 360,594
7. Contract expenditures
 - 7a. Contract conservation \$ 14,068
 - 7b. Contract commercial binding \$ 263,031
 - 7c. Contract preservation photocopying \$ 0
 - 7d. Contract preservation microfilming \$ 0
 - 7e. Other contract expenditures \$ 0

- 7f. TOTAL contract expenditures \$ 277,099
- 8. Preservation supplies \$ 46,522
- 9. Preservation equipment \$ 6,465
- 10. TOTAL preservation expenditures (add lines 6d, 7f, 8, & 9) \$ 690,680
- 11. Total preservation expenditures that came from external sources \$ 0

CONSERVATION TREATMENT

- 12. Number of volumes/pamphlets given level 1 conservation treatment 7,505
- 13. Number of volumes/pamphlets given level 2 conservation treatment 1,138
- 14. Number of volumes/pamphlets given level 3 conservation treatment 8
- 15. TOTAL number of volumes/pamphlets given conservation treatment (add lines 12, 13, & 14) 8,651
- 16. Number of unbound sheets given conservation treatment 9
- 17. Number of bound volumes/pamphlets mass deacidified 0
- 18. Number of linear feet of unbound papers mass deacidified 0
- 19. Number of photographs and non-paper items (e.g., audio tapes, motion picture film) given conservation treatment 22
- 20. Number of custom-fitted protective enclosures constructed 3,599

COMMERCIAL BINDING

- 21. Number of volumes commercially bound 40,836

PRESERVATION REFORMATTING

- 22. Number of bound volumes/pamphlets reformatted in their entirety
 - 22a. photocopied 0
 - 22b. microfilmed 0
 - 22c. digitized 0
- 23. Number of single, unbound sheets reformatted (e.g., one side of one manuscript page, one map)
 - 23a. photocopied 0
 - 23b. microfilmed 0
 - 23c. digitized 0
- 24. Number of photographs and non-paper items (e.g., audio tapes, motion picture film) reformatted
 - 24a. by analog means 0
 - 24b. by digital means 0

FOOTNOTES

- 1. Law Library statistics are included: Yes
- 2. Medical Library statistics are included: Yes
- If there are other main campus libraries that are not included, list in the footnotes section below.
- 3. Branch campus libraries included: We have only one campus X

4. Are there any additional footnotes? Yes X

FOOTNOTES

7c: Decreases due to no internal preservation photocopying occurring this year.

9: Decrease apparent because a lab was created in 2002/2003; the lab is now established.

12. 14. 15. 16: Decreases due to the application of standardized preservation statistics methods.


22a. 22c. 24a: Decreases due to no preservation activity of this type occurring this year.



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Volume Count: All Duke Libraries 2003/2004

Library	Total in Library			Total in Library	
	Net Added 02/03	6-30-03	Gross Added 03/04	Lost Withdrawn Transfers	6-30-04
B-ES	2,971	205,358	2,443	-111	207,690
Chem.	1,597	70,239	1,872	2	72,113
Div. Sch.	7,914	355,458	7,059	25	362,542
D.M.L.	472	27,786	381	0	28,167
Lilly	7,673	305,423	7,484	-606	312,301
Music	4,505	114,326	6,747	-3	121,070
Vesic	6,377	270,975	7,893	-100	278,768
Perkins	101,331	3,262,719	61,770	-590	3,323,899
Special Coll.	3,769	n/a	2,768	245	3,013
E-books	0	22,528	0	0	22,528
Subtotal	136,609	4,659,834	98,417	-1,138	4,757,113
Fuqua	128	25,779	2,372	-826	27,325
Law	9,087	414,522	10,965	-1,120	424,367
Med. Ctr.	12,423	285,190	4,024	-1,078	288,136
Total	158,247	5,385,325	115,778	-4,162	5,471,919




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Non-Print Format Count: All Duke Libraries 2003/2004

Library	Computer					
	Audio	Files	Graphic	Maps	Microforms	Video/ Film
Archive	1,076	87	58,876	450	103	6,079
B-ES	0	25	0	5	4,950	2
Chem.	0	7	0	0	13,279	1
Div. Sch.	0	99	0	0	39,682	0
D.M.L.	0	10	2	45	230	3
Lilly	1,694	130	0	2	43,799	
LSC	1,265	2	2	19	0	123
Music	24,394	66	1,143	0	13,360	1076
Docs.	0	4,924	0	128,792	1,265,620	59
News/Micro.	1	0	3	13	1,232,183	0
Ref.	62	102	11	209	121,194	10
Spec. Coll.	17,323	1718	271,008	2,360	25,851	27,372
Vesic	1	22	1	4	171	119
SUBTOTAL	45,816	7,192	331,046	131,899	2,760,422	55,450
Fuqua	162	454	0	0	446,631	1,615
Law	277	187	0	0	994,546	297
Med. Ctr.	838	185	22,336	93	193	1,645
TOTAL	47,093	8,018	353,382	131,992	4,201,792	59,007



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Government Documents: All Duke Libraries (6-30-2004)

Library	Number
Fuqua	0
Law	0
Med. Ctr.	0
Perkins: Docs.	1,247,376
Total	1,247,376



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Manuscripts: All Duke Libraries (6/30/2004)

Fuqua	0
Law	46,182
Med. Ctr.	4,730,433
Perkins: Spec. Coll.	17,269,723
Archives	4,521,809
Total	26,568,147



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