

2013 ACADEMIC LIBRARIES SURVEY

Institution: Kutztown University of PA
Address:

Identification No:
Name of Respondent:
Title:
Phone Number:

SURVEY ELIGIBILITY

Please answer the following questions:

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

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 2013

Line No.	Item	Number
01	Branch and independent libraries - Exclude main or central library	0

PART B - LIBRARY STAFF, FALL 2013

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

NOTE: Report FTE data to two decimals.

Line No.	Staff	Number of full-time equivalents (FTEs)	Salaries and wages (whole dollars only)
02	Librarians	10.00	\$324,224
03	Other Professional Staff	0.00	\$0
04	Total librarians and other professional staff (Sum of lines 2 and 3)	10.00	\$324,224
05	All other paid staff (except student assistants)	9.00	\$156,087
06	Student assistants from all funding sources	8.70	\$47,351
07	Total full-time equivalent (FTE) staff (Sum of lines 4 to 6)	27.70	\$527,662
08a	Are employee fringe benefits paid from the library budget? If no, skip to Part C, line 10.	YES	(Yes/No)
08b	Employee fringe benefits (if paid from library budget)	\$232,999	

PART C - LIBRARY EXPENDITURES, FISCAL YEAR 2013

NOTE: See instructions for definitions

Line No.	Amount (whole dollars only)
09	\$527,662
	Information resources:
10	\$92,066
	Books, serial backfiles and other materials (one-time purchases)
11	\$7,100
12	\$684
13	\$753,857
	Current serial subscriptions (ongoing commitments)
14	\$721,052
	Other information resources:

15	Document delivery/interlibrary loan	\$12,725
16	Preservation	\$8,898
17	Other expenditures for information resources	\$30,284
Operating expenditures:		
18	Computer hardware and software (include maintenance)	\$24,584
19	Bibliographic utilities, networks and consortia	\$87,949
20	All other operating expenditures	\$34,789
21	TOTAL EXPENDITURES (Sum lines 09, 10, 13, 15 through 20)	\$1,572,814

PART D - LIBRARY COLLECTIONS, FISCAL YEAR 2013

Line No.	Collections	Added during the Fiscal Year	Held at end of Fiscal Year
22	Books, serial backfiles and other paper materials (include government documents)	3947	405041
23	E-Books	126003	387336
24	Microforms	0	1323716
25	Audiovisual materials	372	6713
26	Is the library collection entirely electronic? Yes/No___NO__		

PART E - LIBRARY SERVICES, FISCAL YEAR 2013

Note: See instructions for definitions.

Line No.	Services	Number
Interlibrary loans provided to other libraries:		
27	Returnable	1,318
28	Non-returnable	2,522
29	Total provided (sum lines 27 and 28)	3,840
Interlibrary loans received from other libraries:		
30	Returnable	1733
31	Non-returnable	2361
32	Documents delivered from commercial services	0
33	Total provided (sum lines 30, 31, and 32)	4,094
Circulation:		
34	General circulation transactions	69737
35	Reserve circulation transactions	19408
Information services to groups:		
36	Number of presentations	233
37	Total attendance at all presentations	5246

PART F - LIBRARY SERVICES, TYPICAL WEEK, FALL 2013

NOTE: See instructions for definitions

Line No.	Services	Number in a typical week
38	Number of weekly public service hours	92
39	Gate count in a typical week	13267

PART G - ELECTRONIC SERVICES, FISCAL YEAR 2013

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.

Line No.	Services	Yes/No
Does your library provide the following?		
40	Documents digitized by the library staff	YES
41	Library reference service by e-mail or the Web	YES
42	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	YES
43	Electronic theses and dissertations produced by your	YES

PART H - INFORMATION LITERACY, FISCAL YEAR 2013

NOTE: See instructions for definitions

Line No.		Yes/No
44	Has your postsecondary institution articulated student learning/student success outcomes? If no, select "N" and skip 46	YES
45	Is information literacy incorporated in the institution's student learning/success outcomes?	YES

PART I - VIRTUAL REFERENCE, FISCAL YEAR 2013

NOTE: See instructions for definitions

Line No.		Yes/No
46	Does your library support virtual reference services? If no, skip remaining questions If yes, does your library utilize any of the following and does it collect usage statistics from any of the virtual reference utilities?	YES
47	E-mail reference	YES
48	Chat reference, commercial service	YES
49	Chat reference, instant messaging applications	YES
50	Short message service (SMS) or text messaging	YES