

## 2013 ACADEMIC LIBRARIES SURVEY

Institution: Shippensburg University  
 Address: 1871 Old Main Dr., Shippensburg, PA 17257

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	1

### 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	6.50	\$714,634
03	Other Professional Staff	1.50	\$159,331
04	<b>Total librarians and other professional staff (Sum of lines 2 and 3)</b>	8.00	\$873,965
05	All other paid staff (except student assistants)	13.00	\$530,648
06	Student assistants from all funding sources	6.80	\$96,019
07	<b>Total full-time equivalent (FTE) staff (Sum of lines 4 to 6)</b>	27.80	\$1,500,632
08a	Are employee fringe benefits paid from the library budget?	Yes	(Yes/No)
	If no, skip to Part C, line 10.		
08b	Employee fringe benefits (if paid from library budget)	\$710,444	

### PART C - LIBRARY EXPENDITURES, FISCAL YEAR 2013

NOTE: See instructions for definitions

Line No.	Amount (whole dollars only)
09	\$1,500,632
	<b>Information resources:</b>
10	\$107,425
	<b>Books, serial backfiles and other materials (one-time purchases)</b>
11	\$62,507
12	\$4,420
13	\$621,975
14	\$620,442
	<b>Other information resources:</b>

15	Document delivery/interlibrary loan	\$39,335
16	Preservation	\$0
17	Other expenditures for information resources	\$0
<b>Operating expenditures:</b>		
18	Computer hardware and software (include maintenance)	\$45,624
19	Bibliographic utilities, networks and consortia	\$97,313
20	All other operating expenditures	\$94,154
21	<b>TOTAL EXPENDITURES</b> (Sum lines 09, 10, 13, 15 through 20)	\$2,506,458

**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)	(2558)	367065
23	E-Books	43595	80911
24	Microforms	(7998)	1230328
25	Audiovisual materials	(1479)	71122
26	Is the library collection entirely electronic?	NO	

**PART E - LIBRARY SERVICES, FISCAL YEAR 2013**

Note: See instructions for definitions.

Line No.	Services	Number
<b>Interlibrary loans provided to other libraries:</b>		
27	Returnable	1,073
28	Non-returnable	1,537
29	<b>Total provided</b> (sum lines 27 and 28)	2,610
<b>Interlibrary loans received from other libraries:</b>		
30	Returnable	3362
31	Non-returnable	5820
32	Documents delivered from commercial services	163
33	<b>Total provided</b> (sum lines 30, 31, and 32)	9,345
<b>Circulation:</b>		
34	General circulation transactions	114429
35	Reserve circulation transactions	2989
<b>Information services to groups:</b>		
36	Number of presentations	142
37	Total attendance at all presentations	3388

**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	97
39	Gate count in a typical week	17345

**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
<b>Does your library provide the following?</b>		
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	no

**PART H - INFORMATION LITERACY, FISCAL YEAR 2013**

NOTE: See instructions for definitions

<b>Line No.</b>		<b>Yes/No</b>
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

<b>Line No.</b>		<b>Yes/No</b>
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	NO
49	Chat reference, instant messaging applications	YES
50	Short message service (SMS) or text messaging	YES