

ABA Annual Questionnaire

DEFINITIONS & INSTRUCTIONS

A. Definitions

Full-Time Equivalent:

Full-time equivalency should be computed according to whatever length of work week is in effect at the reporting institution. Show to one decimal place.

Librarians:

Individuals doing work that requires professional education (the Master's degree in library science, the J.D. degree, or the equivalents) in the theoretical aspects of librarianship or law.

Number of hours per week the library is open (Regular Schedule/Abbreviated Schedule):

If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule.

Other Professional Staff:

Includes all persons, other than librarians and information technology staff, holding professional positions in the library (e.g. financial, Human Resources).

B. Instructions

Question 5:

Provide the number of hours considered to be a standard work week (e.g., 35, 37.5, 40) for support staff members at your institution.

Question 11:

Report here interlibrary loan requests (formal or informal) sent to other libraries by law library staff. If your library is part of a multi-institution network which allows law faculty and students to place their own interlibrary loan requests with other libraries, you may report those figures here as well, noting that fact in the comments. You may also report borrowing requests sent by library staff (or law faculty and students) to other libraries on your home campus, if it is possible to do so, noting that fact (and the quantity) in the comments.

Question 12:

Report here interlibrary loan requests (formal or informal) received from other libraries. If your library is part of a multi-institution network which allows faculty and students from other institutions to place their own interlibrary loan requests with your library, you may report those figures here as well, noting that fact in the comments. You may also report borrowing requests received by library staff from other libraries on your home campus, if it is possible to do so, noting that fact (and the quantity) in the comments.

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Library

Director's Name _____
Mailing Address _____

City _____ State _____ Zip _____

Office Tel No. (____)_____ - _____ Extension _____

Fax No. (____)_____ - _____

Email Address _____

Name of Person to
Receive Inquiries _____

Title of Person to
Receive Inquiries _____

Telephone Number (____)_____ - _____ Ext. _____

FAX Number (____)_____ - _____

Internet Address of Person to
Receive Inquiries _____

Ending Month of Library Fiscal Year
(Number of Month) _____

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SECTION 1 – PERSONNEL

1. Number (in FTEs) of part-time librarians: _____
2. Number (in FTEs) of full-time and part-time library support staff (excluding hourly students and other temporary support staff): _____
3. Number (in FTE's) of other full or part-time professional staff (excluding librarians) in the library: _____
4. Number of hours worked by hourly students and other temporary employees last fiscal Year: _____
5. Number of hours in a standard work week for full-time support staff: _____

6. Indicate the number of full-time librarians **who do not teach or hold faculty rank** for the 2010 calendar year. This question should be completed in consultation with the individual at the law school responsible for completing Part 5 – Profiles and determining the teaching and faculty status of the individual librarians. Full-time librarians included in Part 5 – Profiles should not be counted in this section. Do not double count full-time librarians in this section:

Prior to entering ethnicity data into the Annual Questionnaire, schools are encouraged, but not required, to resurvey existing students (JD2, JD3, and JD4), and faculty, and ask them the two step race/ethnicity question that is required by the Department of Education for entering (JD1) students. This is in accordance with the guidance issued by the Department of Education and used by the Integrated Postsecondary Education Data System (IPEDS). The information so collected will be in accordance with the new race/ethnicity categories listed in the Annual Questionnaire, and it should be reported accordingly.

If the school does not resurvey its existing students and faculty, it should convert its existing race and ethnicity data for those students to the new race/ethnicity categories listed in the Annual Questionnaire using the method that it or its parent institution uses to convert the data when reporting to IPEDS. For more information on the reporting categories, category definitions, and the transitional aspects of the new IPEDS reporting system, see <http://nces.ed.gov/ipeds/reic/resource.asp> and <http://nces.ed.gov/ipeds/reic/definitions.asp>.

Use the following definitions for ethnic categories:

Hispanics of any race: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or more races: Self Explanatory, The category used to report a non-Hispanic person who selects two or more of the other racial categories

Nonresident alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not

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have the right to remain indefinitely. Note: Nonresident aliens are to be reported separately in the places provided, rather than in any of the racial/ethnic categories described above.

Race/Ethnicity Unknown: The category used to report students, faculty or administrators whose race and ethnicity are not known.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Male	Director	Deputy Director/Associate Director/Assistant Director	Division Head/Department Head	Other
Nonresident Alien				
Race and Ethnicity Unknown				
Hispanics of any race				
	:: For non-Hispanics Only::			
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				

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Sub Total (Minority Categories)				
Total				

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		Deputy Director/Associate Director/Assistant Director	Division Head/Department Head	Other
Female	Director			
Nonresident Alien				
Race and Ethnicity Unknown				
Hispanics of any race				
	:: For non-Hispanics Only::			
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				
Sub Total (Minority Categories)				
Total				

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14. When was the last time the library's collection development plan was reviewed and updated? _____

15. List any new services for faculty or students that the library has implemented in the past year.

SECTION 3 - LIBRARY PHYSICAL FACILITIES

16. Net square feet of space assigned for library purposes:
17. Linear feet of shelving capacity:
- a. Total feet of shelving capacity available for library materials
 - b. Linear feet currently occupied by library materials
18. Total seats available for library users:

SECTION 4 - COMMENTS

19. Include here any descriptive information or comments you wish to make regarding the data entered in this questionnaire.