



2021 Annual Report

LIBRARY USAGE STATISTICS

DUE NOVEMBER 15

PERSON RESPONSIBLE FOR COMPLETING FORM

Institution *

Name of Person Completing Form *

First Name

Last Name

Email *

Phone No. *

INSTRUCTIONS

- Tab between fields (**Do not hit enter/return**)
- For non-applicable questions, **leave it blank**
- If you choose "Save and Resume Later," you will be provided with a link, **good for only 30 days**, to access your form later. If you do not use the link provided, it will start a **new blank form** requiring re-entry of your data.
- If you choose "Submit Form" this will complete your submission and not provide further access to your data entry.
- If changes to your data are needed after the form is submitted, these must be e-mailed to reports@abhe.org.

LIBRARY USAGE STATISTICS

For Fiscal Year 2020-2021

1. Number of print library resources checked out

Include circulation plus renewals and in-library use of reserves, reference, and general books used by students, faculty and/or staff. Do not include interlibrary loan, reciprocal borrowing, non-institution students, or those who have purchased library cards.

2. Number of electronic library books checked out

Include electronic circulation of reserves, reference, and general books used by faculty and staff. Do not include interlibrary loan, reciprocal borrowing, non-institution students, or those who have purchased library cards.

3. Number of searches from all electronic resources, either owned or subscribed to by the library

Do not include electronic books

4. Amount expended directly on all print and electronic library resources

Include print & electronic books, journals, databases, and other resources that support the curriculum, whether purchase or subscription

5. Number of information literacy teaching points

Include answered reference questions, research assistance appointments in person or online, classroom instruction sessions times number of students, online library module sessions times number of students, library chat sessions, as well as any other research assistance or information literacy teaching sessions provided by the library staff

[Save and Resume Later](#)

