

**RPLS ACADEMIC LIBRARY PROFILE SHEET**

**FISCAL YEAR**

\_\_\_\_\_

**I. LIBRARY IDENTIFICATION INFORMATION:**

Name of library: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (PO Box)

\_\_\_\_\_ (City) (Zip +4)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Address of Library: \_\_\_\_\_

**II. LIBRARY COLLECTION:**

	Held at end of last FY*	Withdrawn During FY	Added During FY	Held at end of reporting FY
Books	_____	_____	_____	_____
CD-ROMs	_____	_____	_____	_____
Computer programs	_____	_____	_____	_____
Videos/Films	_____	_____	_____	_____

Total number of other A-V items held \_\_\_\_\_ \*FY Fiscal Year

Total number of Online Databases \_\_\_\_\_

Total number of microforms held \_\_\_\_\_

Number of periodical subscriptions (including microform) currently received \_\_\_\_\_

Number of newspapers currently received \_\_\_\_\_

Total number of special collections, e.g., maps, government documents (define-including number)

\_\_\_\_\_

\_\_\_\_\_

Please attach a list of the electronic databases that your library purchases.

**III. ORGANIZATION OF LIBRARY MATERIALS:**

Automation system

CARLI \_\_\_\_\_ RPLS Horizon \_\_\_\_\_ Other \_\_\_\_\_

What percent of your collection is represented in your catalog? \_\_\_\_\_

**IV. PERSONNEL:**

Head Librarian: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

A. Check highest educational attainment:

1. Less than a Bachelor's Degree \_\_\_\_\_
2. A Bachelor's Degree \_\_\_\_\_
3. A Master's Degree in Library Science \_\_\_\_\_
4. A Doctoral Degree in Library Science \_\_\_\_\_
5. Other \_\_\_\_\_

B. Number of hours per week librarian works in the library during times when the library is open  
\_\_\_\_\_.

C. Number of MLS librarians on staff? \_\_\_\_\_

D. Number of other full time employees on staff? \_\_\_\_\_

E. Number of part-time employees on staff? \_\_\_\_\_

Please attach a staff list with name, title, area of responsibility if not clear from title, email address, and direct phone number or extension if different from main phone number of the library.

**IV. LIBRARY BUDGET: (Round all amounts to nearest dollar)**

Payroll	\$ _____
Material Expenditure (print and non-print)	\$ _____
Funds Spent for computerized and other information provision, such as access to databases, computerized circulation systems, and any other such electronically delivered media. Include such items as telecommunication costs, computer purchases and upgrades, maintenance, OCLC, CARLI, CD-ROMS, etc.	\$ _____
All Other Library Expenditures	\$ _____
Total Library Expenditures	\$ _____

Please attach a copy of your agency's budget for the library or your most recent fiscal year expenditure report.

**V. HOURS OF OPERATION:**

Library Hours:

Monday \_\_\_\_\_ Thursday \_\_\_\_\_ Sunday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

Total number of hours library is open and available for use by patrons, per week \_\_\_\_\_

**VI. ACADEMIC ACCREDITATION:**

Name of Accreditation Agency	Year of last comprehensive visit by agency	Year of next planned comprehensive visit by agency	Specify status if other than full accreditation
North Central Association of Colleges and Schools			

\_\_\_\_\_  
(Librarian's signature)

\_\_\_\_\_  
(Date)

Please return to Rolling Prairie Library System by August 15.