

**The Higher Learning Commission of the
North Central Association of Colleges and Schools**

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504
(800) 621-7400; (312) 263-0456; Fax: (312) 263-7462

Basic Institutional Data Form D

LIBRARY/LEARNING RESOURCE CENTER

Report for current year and previous two years - Estimate if necessary (identify estimates)

Name of institution/site reported: IUPUI University Library (including Herron Library)

Do you have specialized libraries not included in this data. Yes No If you do, please identify these specialized libraries or collections on a separate page. Figures for the Medical, Dental, Law, and Columbus Libraries are provided in separate reports attached.

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
A. USE AND SERVICE			
Total use of the collection (number of books or other materials circulated annually)	237,510	216,537	315,769
Total circulation to students	Not available	Not available	67,995*
Per capita student use (circulation to students divided by the number of enrolled students)	Not available	Not available	8.58*
Total circulation to faculty	Not available	Not available	20,502*
Per capita faculty use (circulation to faculty divided by number of FTE faculty)	Not available	Not available	52.77*
Total circulation to Community Users			
Number of items borrowed from other libraries via interlibrary loan	10,585	8,992	7,847
Number of items lent to other libraries via interlibrary loan	19,063	19,444	17,247
Hours open per week	97	97	97
On-line electronic database searches (usually mediated by library staff) STN or dialog searches	2	1	1
Total Library staff presentations to groups/classes			
Tours and one-time presentations	95	50	87
Hands-on instruction for using electronic databases	Not available	Not available	Not available
Hands-on instruction for Internet searching	Not available	Not available	Not available
Semester-length bibliographical instruction	112	130	129
B. COLLECTIONS			
Total number of different titles in collection			
Books and other printed materials	458,701	463,888	494,306
Print serials/periodicals	117,156	165,125	171,543
Electronic serials/periodicals	578	888	12,000 (est.)
Other electronic materials (except serials/periodicals)	NetLibrary,	E Books, and	Others.
Microforms	1,197,360	1,225,709	1,218,395

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

*Figures are for January-June 2001 when we began keeping records.

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: IUPUI University Library (including Herron Library)

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 - 2000	2000 – 2001
B. COLLECTIONS (Continued)			
Non-print materials (e.g. films, tapes, CDs)*	39,118	43,298	44,577
Government documents not reported elsewhere	114,718	96,940	106,649
Computer software	Included above	Included above	Included above
Number of subscribed/purchased electronic on-line databases	Not available	Not available	137
Number of CD-ROM databases available for searches by students	Not available	Not available	27
Number of subscriptions to scholarly journals	4,698	4,841	4,661
C. STAFF (1 FTE Staff = 35-40 hours per week)			
Number of FTE professional staff	43	46	42
Number of FTE non-professional staff	42	42	41
Number of FTE student staff	34.52	28.18	29.82
Number of other FTE staff (please explain on attached sheet)	0	0	0
D. FACILITIES			
Seating ratio (number of seats divided by student headcount enrollment)	.08	.08	.07
Number of publicly accessible computers	392	321	301
Estimated linear shelving space remaining for expansion	0	0	24,000 linear ft
Estimated linear feet of materials stored off-site	0	0	0
E. EXPENDITURES			
For staff (exclude fringe benefits):			
Total professional staff salaries	1,763,862	1,917,331	1,839,432
Total non-professional staff salaries	814,675	871,906	885,838
Total student staff salaries	474,579	420,183	424,393
For collection			
Books/other printed materials	467,010	719,632	849,826
Print serials/periodicals	1,439,054	1,673,419	1,806,175
Microfilms	Not available	Not available	Not available
Non-print materials (e.g., films, tapes, CDs)	Not available	Not available	Not available
Government documents not reported elsewhere	Not available	Not available	Not available
Computer software	9,851	29,481	24,116

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: IUPUI University Library (including Herron Library)

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
E. EXPENDITURES (Continued)			
Access and other services	2,072	19,301	33,060
Interlibrary loan	Not available	Not available	Not available
On-line database searches	Not available	Not available	Not available
Network membership	Not available	Not available	Not available
Binding, preservation, and restoration	84,484	92,447	82,010
Production of materials (on- or off-site)	0	0	0
Other equipment and furniture purchase/replacement	256,106	246,119	432,812
Other operating expenses (excluding capital outlay)	1,851,970	2,244,150	1,726,872
Total library expenses	7,308,712	8,415,447	7,741,006

F. OTHER	YES	NO
Output measures		
Does the library attempt to measure/record patron visits to the library?	X	
Does the library attempt to measure/record reference questions answered?	X	
Does the library attempt to measure/record user satisfaction?	X	
Does the library attempt to measure/record in-library use of other resources?	X	
Agreements and policies:		
Are there formal, written agreements to share library resources with other institutions?	X	
Are there formal, written consortial agreements for statewide or regional use of library materials?	Inside IU only	
Are there formal, written agreements allowing the institution's students to use other institutions' libraries?	Inside IU only	

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LIBRARY/LEARNING RESOURCE CENTER

Report for current year and previous two years - Estimate if necessary (identify estimates)

Name of institution/site reported: Indiana University School of Dentistry Library

Do you have specialized libraries not included in this data. Yes No If you do, please identify these specialized libraries or collections on a separate page.

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
A. USE AND SERVICE			
Total use of the collection (number of books or other materials circulated annually)	38,564	44,297	36,636
Total circulation to students	Not available	Not available	5,626
Per capita student use (circulation to students divided by the number of enrolled students) (620 est.)	Not available	Not available	9.07
Total circulation to faculty	Not available	Not available	1,783
Per capita faculty use (circulation to faculty divided by number of FTE faculty) (129 FT est.)	Not available	Not available	13.80
Total circulation to Community Users	Not available	Not available	Not available
Number of items borrowed from other libraries via interlibrary loan	983	1,120	762
Number of items lent to other libraries via interlibrary loan	893	770	935
Hours open per week	75.25	79	79
On-line electronic database searches (usually mediated by library staff)	27	42	16
Total Library staff presentations to groups/classes	5	10	8
Tours and one-time presentations	5	10	8
Hands-on instruction for using electronic databases	0	0	0
Hands-on instruction for Internet searching	0	0	0
Semester-length bibliographical instruction	0	0	0
B. COLLECTIONS			
Total number of different titles volumes in collection			
Books and other printed materials	25,819	26,202	26,613
Print serials/periodicals	30,586	30,626	31,166
Electronic serials/periodicals	0	41	62
Other electronic materials (except serials/periodicals)	1	1	3
Microforms	2,542	2,541	2,571

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University School of Dentistry Library

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
B. COLLECTIONS (Continued)			
Non-print materials (e.g. films, tapes, CDs)	297	339	5,685
Government documents not reported elsewhere	0	0	0
Computer software	21	25	25
Number of subscribed/purchased electronic on-line databases	1	1	1
Number of CD-ROM databases available for searches by students	0	0	0
Number of subscriptions to scholarly journals	Not available	Not available	Not available
C. STAFF (1 FTE Staff = 35-40 hours per week)			
Number of FTE professional staff	2	1	1
Number of FTE non-professional staff	5	5	4
Number of FTE student staff	.79	.79	.79
Number of other FTE staff (please explain on attached sheet)	0	0	0
D. FACILITIES			
Seating ratio (number of seats divided by student headcount enrollment)	0.14	0.16	0.17
Number of publicly accessible computers	9	9	9
Estimated linear shelving space remaining for expansion	Not available	Not available	2,372 (est.)
Estimated linear feet of materials stored off-site	0	0	0
E. EXPENDITURES			
For staff (exclude fringe benefits):			
Total professional staff salaries	90,668.64	50,971.92	52,890.96
Total non-professional staff salaries	106,719.31	103,205.68	93,816.86
Total student staff salaries	8,594.63	8,725.28	8,749.44
For collection			
Books/other printed materials	30,609.80	22,199.63	16,265.36
Print serials/periodicals	107,753.21	109,504.77	116,145.84
Microfilms	0	0	0
Non-print materials (e.g., films, tapes, CDs)	308.07	1,707.74	568.67
Government documents not reported elsewhere	0	0	0
Computer software	0	0	0

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University School of Dentistry Library

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 - 2000	2000 – 2001
E. EXPENDITURES (Continued)			
Access and other services	7,945.00	9,414.82	15,288.48
Interlibrary loan	4,352.00	3,712.69	3,643.92
On-line database searches	Not available	Not available	Not available
Network membership	50.00	50.00	50.00
Binding, preservation, and restoration	11,795.88	9,637.54	9,249.88
Production of materials (on- or off-site)	0	0	0
Other equipment and furniture purchase/replacement	4,617.00	1,334.00	0
Other operating expenses (excluding capital outlay)	86,694.14	52,690.31	47,823.92
Total library expenses	460,107.68	373,154.38	364,493.33

F. OTHER	YES	NO
Output measures		
Does the library attempt to measure/record patron visits to the library?		X
Does the library attempt to measure/record reference questions answered?	X	
Does the library attempt to measure/record user satisfaction?		X
Does the library attempt to measure/record in-library use of other resources?	X	
Agreements and policies:		
Are there formal, written agreements to share library resources with other institutions?	X	
Are there formal, written consortial agreements for statewide or regional use of library materials?	X	
Are there formal, written agreements allowing the institution's students to use other institutions' libraries? NOT SURE ON THIS		

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NOTES

Form D: Library/Learning Resource Center, Indiana University School of Dentistry Library:

A. USE AND SERVICE:

1. Circulation by patron category. Prior to the implementation of the Sirsi Unicorn system in January 2001, the library did not have any way to determine circulation by patron category. Since the Unicorn system was only available from January through June 2001, these data are understated for FY 2000/2001.

2. Per capita use: Prior to the implementation of the Sirsi Unicorn system in January 2001, the library did not have any way to determine circulation by patron category. Since the Unicorn system was only available from January through June 2001, these data are understated for FY 2000/2001. The total student enrollment for FY 2000/2001 was estimated to be 620. The total full-time faculty for FY 2000/2001 was estimated to be 129. These numbers were used to determine the ratio figure.

B. COLLECTIONS:

1. Total titles: The library only maintains collection size data at the volume level not the title level. Am not able to generate the title count information.

2. Non-print materials: Non-print materials had been counted incorrectly prior to FY 2000/2001. Current method applied in 2000/2001.

D. FACILITIES:

1. Seating ratio: 620 was used as the enrollment number for calculating the seating ratio.

2. Remaining shelf space: Library does not maintain this data from year to year. Can only provide a current snapshot.

E. EXPENDITURES:

1. For collection: With the implementation of a finer expense breakdown in FY 1999/2000 using a combination of local library system data, the university's financial information system, and its budget preparation system, certain expense data were categorized better and able to be captured for reporting purposes.

2. Access and other services: Costs for electronic resources, database fees, and OCLC telecommunications charges have been reported on this line.

3. Interlibrary loan: Includes ILL borrower fees charged by lending libraries and OCLC ILL system charges.

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LIBRARY/LEARNING RESOURCE CENTER

Report for current year and previous two years - Estimate if necessary (identify estimates)

Name of institution/site reported: Ruth Lilly Law Library, Indiana University School of Law

Do you have specialized libraries not included in this data. Yes X No If you do, please identify these specialized libraries or collections on a separate page.

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
A. USE AND SERVICE			
Total use of the collection (number of books or other materials circulated annually)			
Total circulation to students			
Per capita student use (circulation to students divided by the number of enrolled students)			
Total circulation to faculty			
Per capita faculty use (circulation to faculty divided by number of FTE faculty)			
Total circulation to Community Users			
Number of items borrowed from other libraries via interlibrary loan	920	786	639
Number of items lent to other libraries via interlibrary loan	609	552	311
Hours open per week	99	99	97
On-line electronic database searches (usually mediated by library staff)			
Total Library staff presentations to groups/classes			
Tours and one-time presentations			
Hands-on instruction for using electronic databases			
Hands-on instruction for Internet searching			
Semester-length bibliographical instruction			
B. COLLECTIONS			
Total number of different titles in collection	116,647	117,748	119,071
Books and other printed materials			
Print serials/periodicals			
Electronic serials/periodicals			
Other electronic materials (except serials/periodicals)			
Microforms	60,502	60,523	60,524

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Ruth Lilly Law Library, Indiana University School of Law

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
B. COLLECTIONS (Continued)			
Non-print materials (e.g. films, tapes, CDs)	216	229	229
Government documents not reported elsewhere			
Computer software			
Number of subscribed/purchased electronic on-line databases	0	221	450
Number of CD-ROM databases available for searches by students	30	0	0
Number of subscriptions to scholarly journals	7,103	7,200	7,229
C. STAFF (1 FTE Staff = 35-40 hours per week)			
Number of FTE professional staff	8	8	8
Number of FTE non-professional staff	12	12	12
Number of FTE student staff	3.5	3.3	2.0
Number of other FTE staff (please explain on attached sheet)			
D. FACILITIES			
Seating ratio (number of seats divided by student headcount enrollment)			ca. 0.78*
Number of publicly accessible computers			
Estimated linear shelving space remaining for expansion	5,004	300	12,600*
Estimated linear feet of materials stored off-site	5,000	5,000	0
E. EXPENDITURES			
For staff (exclude fringe benefits):			
Total professional staff salaries	383,464	357,747	435,016
Total non-professional staff salaries	279,547	293,858	288,478
Total student staff salaries	59,958	57,245	36,176
For collection			
Books/other printed materials	54,537	29,994	26,490
Print serials/periodicals	744,587	917,169	785,844
Microfilms	81,490	47,398	70,835
Non-print materials (e.g., films, tapes, CDs)			
Government documents not reported elsewhere			
Computer software			

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*New building in May 2001.

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Ruth Lilly Law Library, Indiana University School of Law

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
E. EXPENDITURES (Continued)			
Access and other services			
Interlibrary loan			
On-line database searches	75,601	75,860	82,711
Network membership			
Binding, preservation, and restoration	17,947	21,232	12,191
Production of materials (on- or off-site)			
Other equipment and furniture purchase/replacement	14,777	2,055	0
Other operating expenses (excluding capital outlay)	264,330	271,587	283,762
Total library expenses	1,976,238	2,074,145	2,021,503

F. OTHER	YES	NO
Output measures		
Does the library attempt to measure/record patron visits to the library?		X
Does the library attempt to measure/record reference questions answered?		X
Does the library attempt to measure/record user satisfaction?	X	
Does the library attempt to measure/record in-library use of other resources?		X
Agreements and policies:		
Are there formal, written agreements to share library resources with other institutions?		X
Are there formal, written consortial agreements for statewide or regional use of library materials?		X
Are there formal, written agreements allowing the institution's students to use other institutions' libraries?	?	

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LIBRARY/LEARNING RESOURCE CENTER

Report for current year and previous two years - Estimate if necessary (identify estimates)

Name of institution/site reported: Indiana University School of Medicine Library

Do you have specialized libraries not included in this data. Yes X No If you do, please identify these specialized libraries or collections on a separate page.

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
A. USE AND SERVICE			
Total use of the collection (number of books or other materials circulated annually)	278,335	261,530	207,113
Total circulation to students			
Per capita student use (circulation to students divided by the number of enrolled students)			
Total circulation to faculty			
Per capita faculty use (circulation to faculty divided by number of FTE faculty)			
Total circulation to Community Users			
Number of items borrowed from other libraries via interlibrary loan	6,898	7,428	7,262
Number of items lent to other libraries via interlibrary loan	27,836	28,405	30,737
Hours open per week	111	111	111
On-line electronic database searches (usually mediated by library staff)	8,060	7,280	7,072
Total Library staff presentations to groups/classes	1,871	Not tracked	5,415
Tours and one-time presentations	Not tracked	Not tracked	70
Hands-on instruction for using electronic databases			
Hands-on instruction for Internet searching			
Semester-length bibliographical instruction	377	450	423
B. COLLECTIONS			
Total number of different titles in collection			
Books and other printed materials	64,554	67,065	69,263
Print serials/periodicals	1,990	2,038	2,094
Electronic serials/periodicals	502	602	806
Other electronic materials (except serials/periodicals)			
Microforms	6,856	6,856	6,856

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University School of Medicine Library

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 – 2000	2000 – 2001
B. COLLECTIONS (Continued)			
Non-print materials (e.g. films, tapes, CDs)	56	56	56
Government documents not reported elsewhere			
Computer software			
Number of subscribed/purchased electronic on-line databases	35	35	35
Number of CD-ROM databases available for searches by students	61	61	61
Number of subscriptions to scholarly journals			
C. STAFF (1 FTE Staff = 35-40 hours per week)			
Number of FTE professional staff	11	11	11
Number of FTE non-professional staff	20	21	21
Number of FTE student staff	6	6	6
Number of other FTE staff (please explain on attached sheet)	0	0	0
D. FACILITIES			
Seating ratio (number of seats divided by student headcount enrollment) Total seating	551	551	551
Number of publicly accessible computers	55	55	55
Estimated linear shelving space remaining for expansion			
Estimated linear feet of materials stored off-site			
E. EXPENDITURES			
For staff (exclude fringe benefits):			
Total professional staff salaries	497,532	570,283	640,096
Total non-professional staff salaries	449,390	473,009	522,425
Total student staff salaries	95,292	102,104	89,553
For collection			
Books/other printed materials	185,000	233,630	194,692
Print serials/periodicals	1,193,964	1,297,527	1,243,924
Microfilms			
Non-print materials (e.g., films, tapes, CDs)			
Government documents not reported elsewhere			
Computer software			

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University School of Medicine Library

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 – 2000	2000 – 2001
E. EXPENDITURES (Continued)			
Access and other services			
Interlibrary loan	10,238	16,077	21,071
On-line database searches			
Network membership			
Binding, preservation, and restoration	34,237	38,930	30,890
Production of materials (on- or off-site)			
Other equipment and furniture purchase/replacement	2,733	35,469	145,305
Other operating expenses (excluding capital outlay)	183,043	226,637	187,014
Total library expenses	2,651,429	2,993,666	3,074,970

F. OTHER	YES	NO
Output measures		
Does the library attempt to measure/record patron visits to the library?	X	
Does the library attempt to measure/record reference questions answered?	X	
Does the library attempt to measure/record user satisfaction?		X
Does the library attempt to measure/record in-library use of other resources?	X	
Agreements and policies:		
Are there formal, written agreements to share library resources with other institutions?	X	
Are there formal, written consortial agreements for statewide or regional use of library materials?	X	
Are there formal, written agreements allowing the institution's students to use other institutions' libraries?		X

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LIBRARY/LEARNING RESOURCE CENTER

Report for current year and previous two years - Estimate if necessary (identify estimates)

Name of institution/site reported: Indiana University Purdue University Columbus Library

Do you have specialized libraries not included in this data. Yes X No If you do, please identify these specialized libraries or collections on a separate page.

	Two Years Prior	One Year Prior	Current Year
	1998 - 1999	1999 - 2000	2000 - 2001
A. USE AND SERVICE			
Total use of the collection (number of books or other materials circulated annually)	19,540	22,418	26,000
Total circulation to students	7,016	8,280	6,762
Per capita student use (circulation to students divided by the number of enrolled students)			
Total circulation to faculty	623	882	670
Per capita faculty use (circulation to faculty divided by number of FTE faculty)			
Total circulation to Community Users	27,179	31,580	33,432
Number of items borrowed from other libraries via interlibrary loan	2,023	1,821	1,506
Number of items lent to other libraries via interlibrary loan	588	598	381
Hours open per week			
On-line electronic database searches (usually mediated by library staff)			
Total Library staff presentations to groups/classes	50	85	65
Tours and one-time presentations			
Hands-on instruction for using electronic databases			
Hands-on instruction for Internet searching			
Semester-length bibliographical instruction	1		
B. COLLECTIONS			
Total number of different titles in collection	36,171	38,088	39,703
Books and other printed materials			
Print serials/periodicals	290	255	263
Electronic serials/periodicals*			
Other electronic materials (except serials/periodicals)			
Microforms	2,699	0	0

*Subscriptions are through University Library and appear on that report.

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LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University Purdue University Columbus Library

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 – 2000	2000 – 2001
B. COLLECTIONS (Continued)			
Non-print materials (e.g. films, tapes, CDs)			
Government documents not reported elsewhere			
Computer software			
Number of subscribed/purchased electronic on-line databases*			
Number of CD-ROM databases available for searches by students			
Number of subscriptions to scholarly journals			
C. STAFF (1 FTE Staff = 35-40 hours per week)			
Number of FTE professional staff	2	2	2
Number of FTE non-professional staff	1.5	1.5	1.5
Number of FTE student staff	1.5	1.5	1.5
Number of other FTE staff (please explain on attached sheet)			
D. FACILITIES			
Seating ratio (number of seats divided by student headcount enrollment)	8.5	8.5	8.5
Number of publicly accessible computers	18	20	20
Estimated linear shelving space remaining for expansion			20 feet
Estimated linear feet of materials stored off-site			
E. EXPENDITURES			
For staff (exclude fringe benefits):			
Total professional staff salaries	87,469	98,704	93,750
Total non-professional staff salaries	35,527	36,777	37,381
Total student staff salaries	7,787	7,787	12,870
For collection			
Books/other printed materials	22,000	22,000	22,000
Print serials/periodicals	40,000	40,000	40,000
Microfilms			
Non-print materials (e.g., films, tapes, CDs)			
Government documents not reported elsewhere			
Computer software			

*Subscriptions are through University Library and appear on that report.

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

**The Higher Learning Commission of the
North Central Association of Colleges and Schools**

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504
(800) 621-7400; (312) 263-0456; Fax: (312) 263-7462

Basic Institutional Data Form D

LIBRARY/LEARNING RESOURCE CENTER (continued)

Name of institution/site reported: Indiana University Purdue University Columbus Library

	Two Years Prior	One Year Prior	Current Year
	1998 – 1999	1999 – 2000	2000 – 2001
E. EXPENDITURES (Continued)			
Access and other services			
Interlibrary loan			
On-line database searches			
Network membership			
Binding, preservation, and restoration			
Production of materials (on- or off-site)			
Other equipment and furniture purchase/replacement			
Other operating expenses (excluding capital outlay)			
Total library expenses			

F. OTHER	YES	NO
Output measures		
Does the library attempt to measure/record patron visits to the library?	X	
Does the library attempt to measure/record reference questions answered?	X	
Does the library attempt to measure/record user satisfaction?	X	
Does the library attempt to measure/record in-library use of other resources?	X	
Agreements and policies:		
Are there formal, written agreements to share library resources with other institutions?	X	
Are there formal, written consortial agreements for statewide or regional use of library materials?		X
Are there formal, written agreements allowing the institution's students to use other institutions' libraries?	Inside IU only	

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.