

	A	B	C	D	E	F
1	The Assessing Staff Alignment in Technical Services model: Acquisitions and cataloging of physical formats (sample data with formulas)					
2	Total titles processed for ACQ & CAT	Variables (YR 1)	Adjusted Values (YR1)	Variables (YR2)	Adjusted Values (YR2)	Notes
3						
4	Total new titles acquired (excluding serials)	40000		36000		
5	Total new titles cataloged (including serials)	45000		40500		
6						
7	Breakdown by staff levels, with weighting					
8						
9	Total commodity (copy) acquisitions transactions	35000		31000		
10	By students	10000	=B10*B38*C51	10000	=D10*D38*E51	
11	By acquisitions staff	20000	=B11*B38*C52	21000	=D11*D38*E52	
12	By copy cataloging staff	5000	=B12*B38*C53	0	=D12*D38*E53	
13	By original cataloging staff	0	=B13*B38*C54	0	=D13*D38*E54	
14	Total commodity (original) acquisitions transactions	3000		3000		
15	By students	500	=B15*B39*C51	500	=D15*D39*E51	
16	By acquisitions staff	2000	=B16*B39*C52	2500	=D16*D39*E52	
17	By copy cataloging staff	500	=B17*B39*C53	0	=D17*D39*E53	
18	By original cataloging staff	0	=B18*B39*C54	0	=D18*D39*E54	
19	Total commodity (copy) cataloging transactions	40000		33500		
20	By students	0	=B20*B38*C51	0	=D20*D38*E51	
21	By acquisitions staff	25000	=B21*B38*C52	25500	=D21*D38*E52	
22	By copy cataloging staff	13000	=B22*B38*C53	8000	=D22*D38*E53	
23	By original cataloging staff	2000	=B23*B38*C54	0	=D23*D38*E54	
24	Total commodity (original) cataloging transactions	3000		5000		
25	By students	0	=B25*B39*C51	0	=D25*D39*E51	
26	By acquisitions staff	0	=B26*B39*C52	0	=D26*D39*E52	
27	By copy cataloging staff	500	=B27*B39*C53	0	=D27*D39*E53	
28	By original cataloging staff	2500	=B28*B39*C54	5000	=D28*D39*E54	
29	Total special/rare acquisitions transactions	2000		2000		
30	By copy cataloging staff	1900	=B30*B40*B53	1900	=D30*D40*D53	
31	By original cataloging staff	100	=B31*B40*B54	100	=D31*D40*D54	
32	Total special/rare cataloging transactions	2000		2000		
33	By copy cataloging staff	1900	=B33*B40*B53	1900	=D33*D40*D53	
34	By original cataloging staff	100	=B34*B40*B54	100	=D34*D40*D54	
35						
36	Contributed value factors					
37						
38	Commodity (copy) material	1		1		
39	Commodity (original) material	3		3		
40	Special/rare material	10		10		
41						
42	Basic cost per FTE (including benefits)					
43						
44	Students	15000		16000		
45	Acquisitions	45000		45000		
46	Copy Catalogers	55000		55000		
47	Original Catalogers	65000		65000		
48						
49	Relative cost factors (per level of staff)		<i>Inverted Form</i>		<i>Inverted Form</i>	
50						
51	Students	=B44/B45	=1/B51	=D44/D45	=1/D51	
52	Acquisitions	=B45/B45	=1/B52	=D45/D45	=1/D52	
53	Copy Catalogers	=B46/B45	=1/B53	=D46/D45	=1/D53	
54	Original Catalogers	=B47/B45	=1/B54	=D47/D45	=1/D54	
55						
56	Total ACQ/CAT transactions	=B9+B14+B19+B24+B29+B32	=SUM(C9:C35)	=D9+D14+D19+D24+D29+D32	=SUM(E9:E35)	
57						
58	Total FTE for BIB processing of physical material					
59						
60	Students	2	=B60*(39/40)	2	=D60*(39/40)	
61	Acquisitions / Fastcatters	8	=B61*(39/40)	8	=D61*(39/40)	
62	Cataloging	8	=B62*(39/40)	7	=D62*(39/40)	
63	Total	=SUM(B60:B62)	=SUM(C60:C62)	=SUM(D60:D62)	=SUM(E60:E62)	
64						
65	* Efficiency Quotient *		=C56/(C63*1000)		=E56/(E63*1000)	
66						
67	Staff allocation for new processing					
68						
69	Adjusted FTE: processing of new physical material	=C63	=B69/B71	=E63	=D69/D71	
70	Adjusted FTE: e-resources processing	=4*(39/40)	=B70/B71	=5*(39/40)	=D70/D71	
71	Total adjusted FTE: technical services (excluding mgt.)	=35*(39/40)	1	=35*(39/40)	1	
72						
73	Collection Use					
74						
75	Total charges & renewals (circulating collections)	350000	=B75*B38	346500	=D75*D38	
76	Total reading room charges (rare & manuscripts)	10000	=B76*B40	10000	=D76*D40	
77	Total charges & renewals (circulating, plus rare)	=SUM(B75:B76)	=SUM(C75:C76)	=SUM(D75:D76)	=SUM(E75:E76)	
78						
79	Total adjusted charges & renewals (circulating, plus rare)	=C77	=B79/B81	=E77	=D79/D81	
80	Total downloads (TS-supported resources only)	2000000	=B80/B81	2200000	=D80/D81	
81	Total charges, renewals, and downloads	=SUM(B79:B80)	=SUM(C79:C80)	=SUM(D79:D80)	=SUM(E79:E80)	
82						
83	* Usage Value Multiplier *		=1/(C69-C79)		=1/(E69-E79)	
84						
85	** Alignment Indicator **		=C65*C83		=E65*E83	

Table 2. The Assessing Staff Alignment in Technical Services model: Acquisitions and cataloging of physical formats (sample data with formulas).