

# Staff/Physician Reporting Form for Medical & Special Libraries

During the past ProQuest contract (July 2005 – June 2011), the cost distribution has been based on population and FTE numbers available at the time. For the new contract, we need to obtain and use current updated numbers.

The medical library community agreed on a participation cost allocation formula when they first joined the project, and the use of that formula has been reaffirmed for the new contract. That formula is as follows: one third of FTE staff plus the number of affiliated physicians, with a minimum cost of \$100.00. For special libraries that are not hospitals, an equivalent formula could be the number of research staff, plus one third of remaining FTE staff. We can consider institutions on a case-by-case basis where necessary, and arrive at a cost basis that seems fair, given the unique circumstances of each.

Because there is no published or standardized single source for this information, we must rely on institutional self-reporting. To guarantee accuracy and fairness, we request that each library return this form signed by **an authorized representative of the institution's Human Resources department**, or someone of equivalent authority, not by library staff.

Note: There is no official definition of the term "Affiliated Physician." The term is generally regarded as referring to the number of active physicians, including residents, who have library privileges.

<h2>Reporting Form</h2>	
Institution Name _____	
_____ Number of Affiliated Physicians or Researchers	
_____ Number of FTE Staff (excluding those counted above)	
I hereby certify the accuracy of these numbers as of the date indicated below:	
_____ Signature of authorized representative	_____ Date
_____ Print Name	_____ Title
Contact Information: _____ Phone	
_____ E-mail address	

Please return this form to **Attn. Leanna Hammond** using one of the following methods:

- Scan signed form to PDF and e-mail to: [leanna.hammond@sos.wa.gov](mailto:leanna.hammond@sos.wa.gov)
- Fax to: 360-586-7575
- Mail to:  
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