

## SDL Staff/Physician Reporting Form for Medical/Special Libraries

The agreed upon formula for the medical library community Statewide Database Licensing project cost allocation is as follows: one third of FTE staff plus the number of affiliated physicians, with a minimum of \$100.00 (lowered to \$75.00 for the first year of the Gale package only). This adjusted count is considered equivalent to academic FTE enrollment, and charged at the same rate.

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 the librarian.

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 hospital and/or library privileges. For research libraries, professional research staff are considered equivalent to physicians, and should be entered on that line. Do not count these staff twice (do not include physicians or professional research staff in the FTE Staff count).

_____ Institution Name	
_____ Number of FTE Staff	
_____ Number of affiliated physicians or professional research staff	
I hereby certify the accuracy of this information as of the date indicated below:	
Signature of authorized representative (Digital or physical signature accepted)	Date
_____	_____
Type or Print Name	Title
_____	_____
Phone	Email

Please return the signed version of this form using one of the following methods:

**E-mail (preferred):** Send PDF version to:  
[intent@sos.wa.gov](mailto:intent@sos.wa.gov)

**Fax:** (360) 586-7575

**Mail:**  
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Olympia, WA 98504-2460