

IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: 88G2401

Academic Libraries 2020-21

Institution: Indiana University-Kokomo (151333)

User ID: 88G2401

Overview

Academic Libraries Overview

Welcome to the IPEDS Academic Libraries (AL) survey component. The purpose of the AL component of IPEDS is to collect information on library collections, library staff, library expenses, and library services for libraries in degree-granting postsecondary institutions.

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Changes to reporting for 2020-21:

- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

Coverage

Include data for the main or central academic library and all branch and independent libraries that were open all or part of the Fiscal Year 2020. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- To access your prior year data submission for this component: [Reported Data](#)
- For more information about the previous survey: [Academic Libraries Survey](#).

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

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Screening Questions

Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2020:

- Less than \$100,000
- Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No
- Yes

Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

Section I: For all degree-granting institutions with library expenses >0 and/or access to a library collection

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END of Fiscal Year 2020.

Library Collections	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	<input checked="" type="checkbox"/>	126,041	95,911	<input type="checkbox"/>	1,319,865	1,252,694
Databases				<input type="checkbox"/>	518	455
Media	<input checked="" type="checkbox"/>	5,626	4,151	<input checked="" type="checkbox"/>	63,317	91,658
Serials	<input checked="" type="checkbox"/>	714	373	<input checked="" type="checkbox"/>	164,900	121,571
Total		<input checked="" type="checkbox"/> 132,381	100,435		1,548,600	1,466,378
Library Circulation	<input checked="" type="checkbox"/>	2,078	3,631	<input checked="" type="checkbox"/>	15,721	25,336

Does your institution have Interlibrary Loan Services ?

- No
- Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	<input checked="" type="checkbox"/> 9,480	1,661
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 459	337

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	5.00
Other Professional Staff	0.00
All Other Paid Staff (Except Student Assistants)	3.00
Student Assistants	10.00
Total	18.00

You may use the box below to provide additional context for the data you have reported above.

Institution: Indiana University-Kokomo (151333)

Expenses

Section II: For degree-granting institutions with library expenses >= \$100,000

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2020.

		Prior Year Amount
ⓘ Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
ⓘ Expenses		Amount
Total <u>salaries and wages</u> for the library staff		475,307
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits <input checked="" type="checkbox"/>		86,109
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		74,899
<u>Ongoing commitments to subscriptions</u>		451,338
All other materials/services costs		0
Total materials/services expenses		526,237
Operations and maintenance expenses		
<u>Preservation services</u>		198
All other operations and maintenance expenses		31,887
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 32,085
Total Expenses		1,119,738
Total Expenses (minus Fringe Benefits)		1,033,629

You may use the space below to provide context for the data you've reported above.

Prepared by

Prepared by

Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:			
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact
<input type="radio"/>		<input type="radio"/>	HR Contact
<input type="radio"/>		<input type="radio"/>	Other
Name:	<input type="text" value="Michael Mohkamkar"/>		
Email:	<input type="text" value="mmohkam@iu.edu"/>		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text" value="3.00"/>	Number of Staff (including yourself)
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How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

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Summary

Academic Libraries Component Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2020.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	126,041	1,319,865
Databases		518
Media	5,626	63,317
Serials	714	164,900
Total Collection	132,381	1,548,600
Total Circulation	2,078	15,721

Expenses	Amount
Salaries and wages	\$475,307
Fringe benefits	\$86,109
Materials/services expenses	\$526,237
Operations and maintenance expenses	\$32,085
Total expenses	\$1,119,738

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Upload File	The number entered (126,041) is outside the expected range of between 67,138 and 124,684 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Upload File	The number entered (5,626) is outside the expected range of between 2,906 and 5,396 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Upload File	The calculated value (132,381) is outside the expected range of between 70,305 and 130,565 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Upload File	The number entered (2,078) is outside the expected range of between 2,542 and 4,720 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation was reduced due to COVID-19. The Library was closed from March - July.			
Upload File	The number entered (63,317) is outside the expected range of between 64,161 and 119,155 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Upload File	The number entered (9,480) is outside the expected range of between 1,163 and 2,159 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	As one of the few libraries with an interlibrary loan service that remained open during COVID our loans increased several-fold.			
Upload File	The number entered (714) is outside the expected range of between 262 and 484 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Upload File	The number entered (164,900) is outside the expected range of between 85,100 and 158,042 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Digital Services Librarian processes changed under new data ownership.			
Screen Entry	The number entered (15,721) is outside the expected range of between 17,736 and 32,936 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation for both digital and physical items was down this past year. We suspect COVID and Library closure might have played a role.			
Screen Entry	The number entered (459) is outside the expected range of between 236 and 438 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary loan requests increased, possibly due, in part, to limitations in the circulation of physical materials from our own library or to increases in research agendas due to COVID.			
Screen: Expenses				
Screen Entry	The number entered (86,109) is outside the expected range of between 132,074 and 198,110 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Position vacancies resulted in lower fringe benefits being paid out.			
Screen Entry	The calculated value (32,085) is outside the expected range of between 42,587 and 88,449 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Expenses were frozen for some time due to COVID-19.			