

# IPEDS 2020-21 Data Collection System

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

## Academic Libraries 2020-21

Institution: Indiana University-Northwest (151360)

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**.

Institution: Indiana University-Northwest (151360)

User ID: 88G2401

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

Institution: Indiana University-Northwest (151360)

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"/>	141,102	218,806	<input checked="" type="checkbox"/>	1,213,916	734,106
Databases					552	541
Media	<input checked="" type="checkbox"/>	1,153	2,186		29,918	37,550
Serials		1,236	1,471	<input checked="" type="checkbox"/>	181,304	93,379
<b>Total</b>	<input checked="" type="checkbox"/>	<b>143,491</b>	<b>222,463</b>	<input checked="" type="checkbox"/>	<b>1,425,690</b>	<b>865,576</b>
<b>Library Circulation</b>		1,428	1,556	<input checked="" type="checkbox"/>	72	72
						<b>1,500</b>

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"/> 119	1,100
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 599	1,172

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)	6.00
Student Assistants	8.00
<b>Total</b>	<b>19.00</b>

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

Institution: Indiana University-Northwest (151360)

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		703,832
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		259,543
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files</u> , and other materials		9,938
<u>Ongoing commitments to subscriptions</u>		389,615
All other materials/services costs		25,445
Total materials/services expenses		424,998
<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>		1,000
All other operations and maintenance expenses		24,000
Total operations and maintenance expenses		25,000
Total Expenses		1,413,373
Total Expenses (minus Fringe Benefits)		1,153,830

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 type="radio"/>	Academic Library Contact
<input type="radio"/>		<input checked="" type="radio"/>	HR Contact
<input type="radio"/>		<input type="radio"/>	Other
Name:	<input type="text" value="Latrice Booker"/>		
Email:	<input type="text" value="lbooker@iun.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="11.00"/>	Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="5.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="0.00"/> hours
Other offices	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours

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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	141,102	1,213,916
Databases		552
Media	1,153	29,918
Serials	1,236	181,304
Total Collection	143,491	1,425,690
Total Circulation	1,428	72

Expenses	Amount
Salaries and wages	\$703,832
Fringe benefits	\$259,543
Materials/services expenses	\$424,998
Operations and maintenance expenses	\$25,000
Total expenses	\$1,413,373

## Edit Report

## Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (141,102) is outside the expected range of between 153,165 and 284,447 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library is undergoing a major weeding project and this number reflects that.			
Screen Entry	The number entered (1,153) is outside the expected range of between 1,531 and 2,841 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	During COVID staff have been working cleaning up the catalog and these numbers may be reflected due to clean-up.			
Screen Entry	The calculated value (143,491) is outside the expected range of between 155,725 and 289,201 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We have been weeding our physical collection and this number reflects that.			
Screen Entry	The number entered (1,213,916) is outside the expected range of between 513,875 and 954,337 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We added several new e-book packages last fiscal year.			
Screen Entry	The calculated value (1,425,690) is outside the expected range of between 605,904 and 1,125,248 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The monograph packages we purchased at the end of last physical year have contributed to this number.			
Screen Entry	The Digital/Electronic Library Circulation is expected to be greater than 100. Please correct your data or explain. (Error #15016)	Explanation	Yes	
Reason	Viewed total requests from EBSCO E-book Collection and Unique Title Request from Proquest Ebook Central. Numbers in previous years did not come from these sources.			
Screen Entry	The number entered (119) is outside the expected range of between 770 and 1,430 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the major weeding project, the library's entire third floor was shadowed and no one was able to check out any materials. In addition to that, during the library renovation in 2019, none of our books could circulate.			
Screen Entry	The number entered (599) is outside the expected range of between 821 and 1,523 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Because of COVID and fewer face-to-face interactions with patrons, the number of ILL requests lowered.			
Screen Entry	The number entered (181,304) is outside the expected range of between 65,366 and 121,392 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The online catalog was used to gather these numbers and serial titles that are available to all campuses are included in this number.			