IPEDS **2021-22 Data Collection System**

Academic Libraries 2021-22

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 2021-22 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) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

There are no changes to this survey component.

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 2021. 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 <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2021:**

○   Less than $100,000   ⦿   Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

⦿   No   ○   Yes

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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 2021.

Library Collections	Physical		Prior Year Amount	Digital/Electronic		Prior Year Amount	Total
Books	☑	86,021	126,041		1,450,752	1,319,865	
Databases					411	518	
Media	☑	2,061	5,626	☑	33,867	63,317	
Serials	☑	1,625	714	☑	27,023	164,900	
Total	☑	**89,707**	132,381		**1,512,053**	1,548,600	**1,601,760**

ⓘ Library Circulation		1,631	2,078	☑	100,302	15,721	**101,933**

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	☑	14,372	9,480
Total interlibrary loans and documents received		380	459

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians	☑	3.00	5.00
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		3.00	3.00
Student Assistants	☑	1.37	10.00
Total		**7.37**	18.00

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

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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, 2021.

		Prior Year Amount
ℹ️ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ℹ️ **Expenses**	**Amount**	
Total salaries and wages for the library staff	☑ 344,828	475,307

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes	**Total Fringe benefits** ☑ 61,895	86,109

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	58,814	
Ongoing commitments to subscriptions	479,113	
All other materials/services costs	1,695	
Total materials/services expenses	**539,622**	526,237

Operations and maintenance expenses

Preservation services	471	
All other operations and maintenance expenses	33,372	
Total operations and maintenance expenses	**33,843**	32,085

Total Expenses	**980,188**	1,119,738
Total Expenses (minus Fringe Benefits)	**918,293**	1,033,629

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

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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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	◉	Other
Name:	Martha Young				
Email:	maayoun@iuk.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
5.00 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?
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	18.00 hours	10.00 hours	2.00 hours	2.00 hours
Other offices	hours	hours	hours	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 2021.

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	86,021	1,450,752
Databases		411
Media	2,061	33,867
Serials	1,625	27,023
Total Collection	89,707	1,512,053
Total Circulation	1,631	100,302

Expenses	Amount
Salaries and wages	$344,828
Fringe benefits	$61,895
Materials/services expenses	$539,622
Operations and maintenance expenses	$33,843
Total expenses	$980,188

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (86,021) is outside the expected range of between 88,229 and 163,853 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The number entered (2,061) is outside the expected range of between 3,939 and 7,313 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The calculated value (89,707) is outside the expected range of between 92,667 and 172,095 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The number entered (33,867) is outside the expected range of between 44,322 and 82,312 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The number entered (100,302) is outside the expected range of between 11,005 and 20,437 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The number entered (14,372) is outside the expected range of between 6,636 and 12,324 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications			
Screen Entry	The number entered (1,625) is outside the expected range of between 500 and 928 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The number entered (27,023) is outside the expected range of between 115,430 and 214,370 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	I am new to my role and providing this year's IPEDS Academic Library Survey data, and there was little to no documentation available to match previous numbers. Per my interpretation of the instructions along with colleague guidance, I provide this information. The data provided this year also fluctuated a bit due to COVID-19 implications.			
Screen Entry	The Librarians(3.00) is outside the expected range compared to Librarians reported in the prior year(5.00). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	We have had departures and not been given the approval in this fiscal year to replace our positions.			
Screen Entry	The Student Assistants(1.37) is outside the expected range compared to Student Assistants reported in the prior year(10.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Last year's number here was a headcount vs FTE. This has been corrected this year. Due to COVID, there were also a few months where little student assistance was needed.			
Screen: Expenses				
Screen Entry	The number entered (344,828) is outside the expected range of between 380,246 and 570,368 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We had budget cuts and had positions that were vacant.			
Screen Entry	The number entered (61,895) is outside the expected range of between 68,888 and 103,330 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We had budget cuts and had positions that were vacant.			