

Academic Libraries 2021-22

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 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**.

Screening Questions

? Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- 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 2021.

| Library Collections | Physical | | Digital/Electronic | | Total |
|---|----------------|-------------------|--------------------|-------------------|------------------|
| | | Prior Year Amount | | Prior Year Amount | |
| Books | 119,126 | 141,102 | 1,525,223 | 1,213,916 | |
| Databases | | | 555 | 552 | |
| Media <input checked="" type="checkbox"/> | 39,953 | 1,153 | 57,916 | 29,918 | |
| Serials | 1,238 | 1,236 | 139,196 | 181,304 | |
| Total | 160,317 | 143,491 | 1,722,890 | 1,425,690 | 1,883,207 |
| <input checked="" type="checkbox"/> Library Circulation | 3,986 | 1,428 | 42,485 | 72 | 46,471 |

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"/> | 246 | 119 |
| Total interlibrary loans and documents received | 527 | 599 |

Does your institution have Library Staff?

- No
- Yes

| Library Staff | Number of FTEs | Prior Year Amount |
|--|----------------|-------------------|
| Librarians | 4.00 | 5.00 |
| Other Professional Staff | 0.00 | 0.00 |
| All Other Paid Staff (Except Student Assistants) <input checked="" type="checkbox"/> | 4.00 | 6.00 |
| Student Assistants | 9.00 | 8.00 |
| Total | 17.00 | 19.00 |

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

Physical media for current year includes maps, and maps were not recorded in prior years.

Digital circulation greater because of clearer understanding of IPEDS instructions.

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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 |
|--|-----|-------------------|
| 1 Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library). | | 0 |
| 1 Expenses | | Amount |
| Total <u>salaries and wages</u> for the library staff | | 553,624 |
| | | 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 | | 212,100 |
| | | 259,543 |
| Materials/services expenses | | |
| One-time purchases of <u>books, serial back-files</u> , and other materials | | 17,088 |
| <u>Ongoing commitments to subscriptions</u> | | 369,258 |
| All other materials/services costs | | 37,816 |
| Total materials/services expenses | | 424,162 |
| | | 424,998 |
| Operations and maintenance expenses | | |
| <u>Preservation services</u> | | 1,000 |
| All other operations and maintenance expenses | | 12,881 |
| Total operations and maintenance expenses | | 13,881 |
| | | 25,000 |
| Total Expenses | | 1,203,767 |
| | | 1,413,373 |
| Total Expenses (minus Fringe Benefits) | | 991,667 |
| | | 1,153,830 |

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

Current numbers are actual expenses, not the Library budgeted amount.

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"/> | HR Contact |
| <input type="radio"/> | Finance Contact | <input type="radio"/> | Academic Library Contact | <input checked="" type="radio"/> | Other |

Name:

Email:

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

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 | <input type="text" value="4.00"/> hours | <input type="text" value="3.00"/> hours | <input type="text" value="2.00"/> hours | <input type="text" value="0.50"/> hours |
| Other offices | <input type="text" value="10.00"/> hours | <input type="text" value="0.00"/> hours | <input type="text" value="1.00"/> hours | <input type="text" value=""/> 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 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 | 119,126 | 1,525,223 |
| Databases | | 555 |
| Media | 39,953 | 57,916 |
| Serials | 1,238 | 139,196 |
| Total Collection | 160,317 | 1,722,890 |
| | | |
| Total Circulation | 3,986 | 42,485 |

| Expenses | Amount |
|-------------------------------------|-------------|
| Salaries and wages | \$553,624 |
| Fringe benefits | \$212,100 |
| Materials/services expenses | \$424,162 |
| Operations and maintenance expenses | \$13,881 |
| Total expenses | \$1,203,767 |

Edit Report

Academic Libraries

| Source | Description | Severity | Resolved | Options |
|---|---|-------------|----------|---------|
| Screen: Collections/Circulation/Interlibrary Loan Services and Staff | | | | |
| Screen Entry | The number entered (39,953) is outside the expected range of between 808 and 1,498 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | The data contact provider changed hands this year as the previous contact resigned. After careful interpretation of the instructions, it was determined that several materials have not been included in the past. Therefore, current data includes material not counted before: video (1146), maps (30,984), audio (274), visual (149), musical scores (203), mixed/3d (28), microformats (6350), cd-rom (743), floppy disk (76) | | | |
| Screen Entry | The number entered (3,986) is outside the expected range of between 1,000 and 1,856 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Physical collection had greater numbers due to more open library hours, and the counting of Reserve circulations. The library opened its doors to the public eleven months in 2021 compared to four months in 2020. We included Reserves circulation numbers not included in 2020 (956). | | | |
| Screen Entry | The number entered (57,916) is outside the expected range of between 20,943 and 38,893 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | The data contact provider changed hands this year as the previous contact resigned. After careful interpretation of the instructions, it was determined that several materials have not been included in the past. Therefore, current data includes material not counted before: map (19,347), audio (5,427), visual (1,872), and a new streaming subscription (1,352) | | | |
| Screen Entry | The number entered (42,485) is outside the expected range of between 51 and 93 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | The data contact provider changed hands this year as the previous contact resigned. After careful interpretation of the instructions, it was determined that several materials have not been included in the past. Therefore, digital circulation is greater than previous years – current data includes Counter 5 statistics for e-books (4,953), for e-journals (36,959), and for streaming video (573) = 42,485. Counter 5 data drawn from Ebsco, ProQuest, JSTOR, Project Muse, Elsevier, Wiley, Gale, Oxford, Annual Reviews, Credo, Sage, Taylor & Francis, and Alexander Street. | | | |
| Screen Entry | The number entered (246) is outside the expected range of between 84 and 154 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Current number is greater than previous year -- 2020 included eight months when the Physical Collection was closed to the public, including other libraries, reducing availability. | | | |
| Screen Entry | The All Other Paid Staff(4.00) is outside the expected range compared to All Other Paid Staff reported in the prior year(6.00). Please correct your data or explain. (Error #15814) | Explanation | Yes | |
| Reason | Library had one retirement, and one resignation. | | | |
| Screen: Expenses | | | | |
| Screen Entry | The number entered (553,624) is outside the expected range of between 563,066 and 844,598 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Current number less than previous year -- Last year used budgeted amount where this year used actual amount spent - Last year's budgeted amount included one librarian position (\$90,000), plus two staff positions (\$30,000 each) that spent in 2021. | | | |
| Screen Entry | The calculated value (13,881) is outside the expected range of between 16,250 and 33,750 compared to the prior year value. Please correct your data or explain. (Error #15027) | Explanation | Yes | |
| Reason | Current year number less than previous year -- Previous year included purchases of library book carts, new shelving units, new computer terminals, office furniture, and a new scanner - not typical annual costs. | | | |