

### Academic Libraries 2021-22

Institution: Indiana University-South Bend (151342)

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

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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		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	318,223	357,461	1,705,181	1,936,424	
Databases			531	501	
Media	8,614	8,597	200,398	208,127	
Serials	7,628	7,027	146,718	144,337	
<b>Total</b>	<b>334,465</b>	<b>373,085</b>	<b>2,052,828</b>	<b>2,289,389</b>	<b>2,387,293</b>
<input checked="" type="checkbox"/> Library Circulation	6,887	10,522	234,051	290,118	240,938

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"/>	8,718	13,569
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	1,993	2,976

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		8.50	9.10
Other Professional Staff		3.00	3.10
All Other Paid Staff (Except Student Assistants)		6.78	7.05
Student Assistants	<input checked="" type="checkbox"/>	1.59	6.50
<b>Total</b>		<b>19.87</b>	<b>25.75</b>

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

July 2020 - August 2020, the library was closed to the public with some staff working remotely. August 2020-December 2021, many classes were still taught online with the goal of social distancing and in-person teaching at 30% of total offerings. Hathitrust agreements to provide expanded access to digital resources included an agreement to restrict the circulation of physical copies of those same titles.

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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
<b>1</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		1
<b>1</b> Expenses		<b>Amount</b>
Total <u>salaries and wages</u> for the library staff		956,560
		1,081,106
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
<b>Total Fringe benefits</b>		349,285
		389,990
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files,</u> and other materials	46,531	
<u>Ongoing commitments to subscriptions</u>	613,302	
All other materials/services costs	34,828	
<b>Total materials/services expenses</b>	<b>694,661</b>	<b>742,115</b>
<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>	2,084	
All other operations and maintenance expenses	34,525	
<b>Total operations and maintenance expenses</b>	<b>36,609</b>	<b>37,896</b>
<b>Total Expenses</b>	<b>2,037,115</b>	<b>2,251,107</b>
<b>Total Expenses (minus Fringe Benefits)</b>	<b>1,687,830</b>	<b>1,861,117</b>

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:

<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="0.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.50"/> hours
Other offices	<input type="text" value="1.00"/> 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 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	318,223	1,705,181
Databases		531
Media	8,614	200,398
Serials	7,628	146,718
Total Collection	334,465	2,052,828
Total Circulation	6,887	234,051

Expenses	Amount
Salaries and wages	\$956,560
Fringe benefits	\$349,285
Materials/services expenses	\$694,661
Operations and maintenance expenses	\$36,609
Total expenses	\$2,037,115

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (6,887) is outside the expected range of between 7,366 and 13,678 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Restricted access to campus, reduced hours in various buildings, more classes online than in-person, and Hathitrust agreement to access expanded digital content if restricted lending physical copies resulted in lower circulation of physical items.			
Screen Entry	The Student Assistants(1.59) is outside the expected range compared to Student Assistants reported in the prior year(6.50). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Reduced building hours, reduced number of in-person classes and reduced students on campus resulted in reduced need for students to work in the library.			
Screen Entry	The number entered (8,718) is outside the expected range of between 9,499 and 17,639 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Previous year had the lending number mis-typed. Prior year should have been 10,569 not 13,569. At 10,569, the variance is 17.5% decrease. Changes to classroom assignments due to COVID as well as a decrease in enrollment impacted the number of ILL requests sent and received. This typo has been corrected on last year's IPEDS Academic Library survey to 10,569 as of 3/2/2022 - aki.			
Screen Entry	The number entered (1,993) is outside the expected range of between 2,084 and 3,868 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Changes in enrollment and classroom assignments due to COVID impacted ILL requested and received.			