

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 expenses, and library services for libraries in degree-granting postsecondary institutions.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.

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 2019. 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 for Fiscal Year 2019:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

Library Collections/Circulation and Interlibrary Loan Services

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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	340,990	353,577	1,354,004	1,205,689	
Databases			475	472	
Media	8,989	8,878	195,102	192,032	
Serials	6,963	7,163	166,286	126,455	
Total	356,942	369,618	1,715,867	1,524,648	2,072,809
Library Circulation	12,790	11,066	34,175	53,604	46,965

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	12,901	13,303
Total interlibrary loans and documents received	3,527	4,134

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the [College Navigator Website](#).

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, 2019.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	1,138,426	1,139,903
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	398,784
		410,621
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	52,267	
Ongoing commitments to subscriptions	706,974	
All other materials/services costs	28,690	
Total materials/services expenses	787,931	691,160
Operations and maintenance expenses		
Preservation services	3,125	
All other operations and maintenance expenses	43,495	
Total operations and maintenance expenses	46,620	61,761
Total Expenses	2,371,761	2,303,445
Total Expenses (minus Fringe Benefits)	1,972,977	1,892,824

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the [College Navigator Website](#).

In 2019, 2 professional staff and 1 hourly retired. We spent less on salaries and fringe benefits. However, as expected, subscription services increased.

Prepared by

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: Katherin Plodowski

Email: kplodows@iusb.edu

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

3.00 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	1.00 hours	0.00 hours	0.25 hours	0.50 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 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 your DFR. Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

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	340,990	1,354,004
Databases		475
Media	8,989	195,102
Serials	6,963	166,286
Total Collection	356,942	1,715,867
Total Circulation	12,790	34,175

Expenses	Amount
Salaries and wages	\$1,138,426
Fringe benefits	\$398,784
Materials/services expenses	\$787,931
Operations and maintenance expenses	\$46,620
Total expenses	\$2,371,761

Academic Libraries

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Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Upload File	The number entered (34,175) is outside the expected range of between 37,523 and 69,685 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Change in vendor reporting procedures caused a 20,000 drop. In 2017, circulation was reported at 34612. In 2018, circulation was reported at 53604. In 2019, circulation was reported at 34175. 2017 and 2019 reports appear more accurate.			
Upload File	The number entered (166,286) is outside the expected range of between 88,519 and 164,391 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Bibliographic count of IUCAT reflects access to cataloged serial records for 140125 E-JOURNAL location, 25964 ONLINE location, and 197 WWW location.			