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.

Recent changes

There are a few changes to the 2017-18 Academic Libraries component from the 2016-17 collection. Visit the Academic Libraries Resource page for a list of the changes and additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, 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 2017. 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

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 <u>library expenses</u> for Fiscal Year 2017:**			
○	Less than $100,000	◉	Greater than or equal to $100,000

Is the <u>library collection</u> 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 2017.

Library Collections	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
🔵 Books	252,605	**500,000**	837,493	**605,000**	
Databases			539	**325**	
Media	2,292	**2,000**	6,753	**510**	
Serials	2,342	**0**	136,256	**0**	
Total	257,239	**502,000**	981,041	**605,835**	1,238,280
🔵 **Library Circulation**	2,705	**3,152**	72	**100**	2,777

Does your instituion have Interlibrary Loan Services ?

- ○ No
- ◉ Yes

	Interlibrary Loan Services	Number	Prior Year Amount
	Total interlibrary loans and documents provided to other libraries	1,974	**2,650**
	Total interlibrary loans and documents received	1,635	**2,600**

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, 2017.

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

Expenses	Amount	
Total **salaries and wages** for the library staff	699,446	**700,000**

Are staff **fringe benefits** paid out of the library budget?		
○ No		
⊙ Yes	**Total Fringe benefits** 266,822	**250,000**

Materials/services expenses

One-time purchases of **books**, **serial backfiles**, and other materials	16,989	
Ongoing commitments to subscriptions	383,517	
All other materials/service cost	24,494	
Total materials/services expenses	425,000	**425,000**

Operations and maintenance expenses

Preservation services	1,000	
All other operations and maintenance expenses	24,000	
Total operations and maintenance expenses	25,000	**25,000**

Total Expenses	1,416,268	**1,400,000**
Total Expenses (minus Fringe Benefits)	1,149,446	**1,150,000**

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**.

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:

○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	⦿	Academic Library Contact	○	Other

Name: Latrice Booker

Email: lbooker@iun.edu

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

7.00 | 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	10.00 hours	1.00 hours	3.00 hours	hours
Other offices	hours	hours	hours	0.50 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 2017.

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	252,605	837,493
Databases		539
Media	2,292	6,753
Serials	2,342	136,256
Total Collection	257,239	981,041
Total Circulation	2,705	72

Expenses	Amount
Salaries and wages	$699,446
Fringe benefits	$266,822
Materials/services expenses	$425,000
Operations and maintenance expenses	$25,000
Total expenses	$1,416,268

Edit Report

Academic Libraries

Indiana University-Northwest (151360)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (252,605) is outside the expected range of between 350,000 and 650,000 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The report generated showed that this number is the correct number for physical books. This includes books in all reference areas, reserve, circulating stacks, government documents and archives. I'm new to this position and this is the first year I've had to complete the survey. I was not able to replicate last year's numbers, but this is representative of my interpretation.			
Screen Entry	The calculated value (257,239) is outside the expected range of between 351,400 and 652,600 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This total is accurate according to the data generated using our reports to get a total number of physical items. I'm new to this position and this is the first year I've had to complete the survey. I was not able to replicate last year's numbers, but this is representative of my interpretation.			
Screen Entry	The number entered (837,493) is outside the expected range of between 423,500 and 786,500 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Serial Solutions for unique e-book titles was used to generate this information.			
Screen Entry	The number entered (539) is outside the expected range of between 228 and 422 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Serial Solutions for the number of databases we have turned on for patrons to access was used to generate this information.			
Screen Entry	The number entered (6,753) is outside the expected range of between 357 and 663 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We have new streaming media products and got the number of titles from each of those media streaming databases.			
Screen Entry	The calculated value (981,041) is outside the expected range of between 424,085 and 787,585 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This total number represent ebooks that could be counted in Serial Solutions, but not in the catalog, also new streaming titles from media streaming services. Also, e-journals are counted this year.			
Screen Entry	The number entered (1,635) is outside the expected range of between 1,820 and 3,380 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	This is the total number of loans that we have received using OCLC ILLiad and also loans within the IU system. I'm new to this position and this is the first year I've had to complete the survey. I was not able to replicate last year's numbers, but this is representative of my interpretation.			
Screen Entry	The prior year value for the institution was 0. The current year value is (2,342). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason:	This section was over looked last year.			
Screen Entry	The prior year value for the institution was 0. The current year value is (136,256). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason:	This section was over looked last year.			