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 library expenses for Fiscal Year 2017:

○	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 2017.

Library Collections	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
Books	356,495	**354,095**	942,808	**399,246**	
Databases			408	**307**	
Media	8,850	**14,781**	178,755	**706,330**	
Serials	7,253	**7,369**	112,145	**103,806**	
Total	372,598	**376,245**	1,234,116	**1,209,689**	1,606,714

Library Circulation	15,456	**16,057**	34,612	**27,110**	50,068

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	11,973	**12,420**
Total interlibrary loans and documents received	5,028	**4,733**

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.

Books: We acquired several eBook packages.
Databases: We acquired access to several Adam Matthew databases through IU and added new databases.
Media: We undertook a large VHS withdrawal project. The digital media number for last year is an error.

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).	1	1

Expenses	**Amount**	
Total salaries and wages for the library staff	1,146,008	891,731

Are staff fringe benefits paid out of the library budget?		
○ No		
⊙ Yes **Total Fringe benefits**	408,319	386,387

Materials/services expenses

One-time purchases of books, serial backfiles, and other materials	128,315	
Ongoing commitments to subscriptions	659,560	
All other materials/service cost	33,095	
Total materials/services expenses	820,970	751,254

Operations and maintenance expenses

Preservation services	2,699	
All other operations and maintenance expenses	62,418	
Total operations and maintenance expenses	65,117	31,542

Total Expenses	2,440,414	2,060,914
Total Expenses (minus Fringe Benefits)	2,032,095	1,674,527

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.

Total salaries and wages: Prior year should have been entered as 1,097,059
All other operations: Previously operations and maintenance expenses did not include the full S&E budget or travel.

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: Vicki Bloom

Email: vdbloom@iusb.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	0.50 hours	0.00 hours	0.25 hours	2.50 hours
Other offices	2.00 hours	0.00 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 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	356,495	942,808
Databases		408
Media	8,850	178,755
Serials	7,253	112,145
Total Collection	372,598	1,234,116
Total Circulation	15,456	34,612

Expenses	Amount
Salaries and wages	$1,146,008
Fringe benefits	$408,319
Materials/services expenses	$820,970
Operations and maintenance expenses	$65,117
Total expenses	$2,440,414

Edit Report

Academic Libraries

Indiana University-South Bend (151342)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (8,850) is outside the expected range of between 10,347 and 19,215 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We undertook a large VHS withdrawal project since VHS is no longer being supported.			
Screen Entry	The number entered (942,808) is outside the expected range of between 279,473 and 519,019 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We acquired several eBook packages.			
Screen Entry	The number entered (408) is outside the expected range of between 215 and 399 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We acquired access to several Adam Matthew databases through IU, plus added new databases locally.			
Screen Entry	The number entered (178,755) is outside the expected range of between 494,431 and 918,229 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We mistakenly added the maps in the Sanborn maps database last year; it should have been counted as one databases.			
Screen: Expenses				
Screen Entry	The number entered (1,146,008) is outside the expected range of between 713,385 and 1,070,077 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Prior year should have been entered as %1,097,059.			
Screen Entry	The calculated value (65,117) is outside the expected range of between 20,503 and 42,581 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	In prior reports, operations and maintenance expenses did not include the full S&E budget. It only included supplies, computer hardware & software and travel.			