

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:

<input type="radio"/>	Less than \$100,000	<input checked="" type="radio"/>	Greater than or equal to \$100,000
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Is the library collection entirely electronic?

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes
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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.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	62,133	61,462	493,090	301,205	
Databases			81	80	
Media	2,943	2,993	301,768	225,219	
Serials	90	220	0	0	
Total	65,166	64,675	794,939	526,504	860,105

 Library Circulation	◆	6,320	2,819	◆	14,254	62,575	20,574
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Does your institution have Interlibrary Loan Services ?

<input type="radio"/>	No
<input checked="" type="radio"/>	Yes
Interlibrary Loan Services	
Total interlibrary loans and documents provided to other libraries	144
Total interlibrary loans and documents received	157

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, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.

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 <u>branch and independent libraries</u> (exclude the main or central library).	0 0
Expenses	Amount
Total <u>salaries and wages</u> for the library staff	142,643 115,139

Are staff <u>fringe benefits</u> paid out of the library budget?	
<input type="radio"/> No	
<input checked="" type="radio"/> Yes	Total Fringe benefits 50,682 41,131

Materials/services expenses	
One-time purchases of <u>books, serial backfiles, and other materials</u>	0
<u>Ongoing commitments to subscriptions</u>	21,873
All other materials/service cost	0
Total materials/services expenses	21,873 94,549

Operations and maintenance expenses	
<u>Preservation services</u>	0
All other operations and maintenance expenses	0
Total operations and maintenance expenses	0 11,506

Total Expenses	215,198	262,325
Total Expenses (minus Fringe Benefits)	164,516	221,194

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](#).

salary and fringe benefit numbers sourced from legacy system printout.
Numbers up from last year's report due to high staff turnover.

operation and maintenance expenses: no budgeted funds available.

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: Kristina L. Thuemler		
Email: kristina.thuemler@gbcnv.edu		

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

2.00	Number of Staff (including yourself)
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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	
	48.00	hours	2.00	hours	2.00	hours	1.00	hours
Your office	48.00	hours	2.00	hours	2.00	hours	1.00	hours
Other offices	2.00	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 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	62,133	493,090
Databases		81
Media	2,943	301,768
Serials	90	0
Total Collection	65,166	794,939
Total Circulation	6,320	14,254

Expenses	Amount
Salaries and wages	\$142,643
Fringe benefits	\$50,682
Materials/services expenses	\$21,873
Operations and maintenance expenses	\$0
Total expenses	\$215,198

Academic Libraries**Great Basin College (182306)**

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (6,320) is outside the expected range of between 1,974 and 3,664 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen Entry	The number entered (493,090) is outside the expected range of between 210,844 and 391,566 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen Entry	The number entered (301,768) is outside the expected range of between 157,654 and 292,784 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen Entry	The calculated value (794,939) is outside the expected range of between 368,553 and 684,455 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen Entry	The number entered (14,254) is outside the expected range of between 43,803 and 81,347 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen Entry	The number entered (90) is outside the expected range of between 154 and 286 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	-books, databases, media, and serial numbers sourced from both Sierra reports, as well as database reports through specific databases.			
Screen: Expenses				
Screen Entry	The number entered (142,643) is outside the expected range of between 92,112 and 138,166 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	salary and fringe benefit numbers sourced from legacy system printout. Numbers up from last year's report due to high staff turnover. operation and maintenance expenses: no budgeted funds available.			
Screen Entry	The number entered (50,682) is outside the expected range of between 32,905 and 49,357 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	salary and fringe benefit numbers sourced from legacy system printout. Numbers up from last year's report due to high staff turnover. operation and maintenance expenses: no budgeted funds available.			
Screen Entry	The calculated value (21,873) is outside the expected range of between 70,912 and 118,186 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	salary and fringe benefit numbers sourced from legacy system printout. Numbers up from last year's report due to high staff turnover. operation and maintenance expenses: no budgeted funds available.			
Screen Entry	The calculated value (0) is outside the expected range of between 7,479 and 15,533 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	salary and fringe benefit numbers sourced from legacy system printout. Numbers up from last year's report due to high staff turnover. operation and maintenance expenses: no budgeted funds available.			