IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: P2305971

Academic Libraries 2020-21

Institution: Snow College (230597)   User ID: P2305971

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 2020-21 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) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Changes to reporting for 2020-21:

- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

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 2020. 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 <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2020:

○ Less than $100,000   ◉ Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

◉ No   ○ Yes

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 2020.

Library Collections	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
Books	57,674	58,984		0	
Databases			102	102	
Media	8,142	8,013	0	0	
Serials	695	696	0	0	
Total	**66,511**	**67,693**	**102**	**102**	**66,613**

	Physical	Prior Year	Digital/Electronic	Prior Year	Total
ⓘ Library Circulation	9,163	12,037	102,484	82,343	**111,647**

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		379	512
Total interlibrary loans and documents received	☑	170	326

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs
Librarians	3.00
Other Professional Staff	2.00
All Other Paid Staff (Except Student Assistants)	9.00
Student Assistants	11.00
Total	**25.00**

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

Previously we had 4 librarians and 1 other professional staff. We lost one librarian and replaced her with a manager rather than a librarian.

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, 2020.

		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	375,235	389,283

Are staff fringe benefits paid out of the library budget?			
○	No		
◉	Yes	**Total Fringe benefits**	130,578	156,571

Materials/services expenses

	Amount	
One-time purchases of books, serial back-files, and other materials	15,405	
Ongoing commitments to subscriptions	113,929	
All other materials/services costs	5,668	
Total materials/services expenses	**135,002**	151,735

Operations and maintenance expenses

	Amount	
Preservation services	0	
All other operations and maintenance expenses	18,635	
Total operations and maintenance expenses	☑ **18,635**	54,295

Total Expenses	**659,450**	751,884
Total Expenses (minus Fringe Benefits)	**528,872**	595,313

You may use the space below to provide context for the data you've reported above.

We did not purchase as many materials for the library because COVID changed our volumes.

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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	●	Academic Library Contact	○	Other
Name:	Jon Ostler				
Email:	jon.ostler@snow.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	3.00 hours	hours	1.00 hours	1.00 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 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 2020.

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	57,674	
Databases		102
Media	8,142	0
Serials	695	0
Total Collection	66,511	102
Total Circulation	9,163	102,484

Expenses	Amount
Salaries and wages	$375,235
Fringe benefits	$130,578
Materials/services expenses	$135,002
Operations and maintenance expenses	$18,635
Total expenses	$659,450

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (170) is outside the expected range of between 229 and 423 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our InterLibrary Loan numbers were down significantly because of COVID.			
Screen: Expenses				
Screen Entry	The calculated value (18,635) is outside the expected range of between 35,292 and 73,298 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Our expenses were down this year because of COVID. Because of budget constraints we endeavored to buy less this year.			