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	44,073	**45,440**	15,470	**15,428**	
Databases			74	**81**	
Media	0	**0**	0	**0**	
Serials	75	**93**	0	**0**	
Total	44,148	**45,533**	15,544	**15,509**	59,692

🌐 **Library Circulation**	8,231	**9,413**	4,550	**3,661**	12,781

Does your instituion have Interlibrary Loan Services ?

- ⦿ No
- ○ Yes

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	511,489	**464,848**
Are staff **fringe benefits** paid out of the library budget?		
○　No		
◉　Yes　　　　　　　　　　**Total Fringe benefits** ◈	229,599	**187,607**
Materials/services expenses		
One-time purchases of **books**, **serial backfiles**, and other materials	44,836	
Ongoing commitments to subscriptions	54,653	
All other materials/service cost	0	
Total materials/services expenses	◈ 99,489	**64,768**
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	23,972	
Total operations and maintenance expenses	◈ 23,972	**14,985**
Total Expenses	864,549	**732,208**
Total Expenses (minus Fringe Benefits)	634,950	**544,601**
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: Nghiem Thai

Email: nthai@peralta.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	hours	hours	hours	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 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	44,073	15,470
Databases		74
Media	0	0
Serials	75	0
Total Collection	44,148	15,544
Total Circulation	8,231	4,550

Expenses	Amount
Salaries and wages	$511,489
Fringe benefits	$229,599
Materials/services expenses	$99,489
Operations and maintenance expenses	$23,972
Total expenses	$864,549

Edit Report

Academic Libraries

Merritt College (118772)

Source	Description	Severity	Resolved	Options
Global Edits				
Upload File	You did not answer "Interlibrary Loan Services Information" in Library Collections/Circulation and Interlibrary Loan Services Screen. If this is correct, please confirm this. (Error #15805)	Confirmation	Yes	
Screen: Expenses				
Screen Entry	The calculated value (99,489) is outside the expected range of between 48,576 and 80,960 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Increased expenditures			
Screen Entry	The calculated value (23,972) is outside the expected range of between 9,741 and 20,229 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Increased expenditures			
Upload File	The number entered (229,599) is outside the expected range of between 150,086 and 225,128 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Hired additional 1.0 FTEF permanent library in 2016-17 academic year.			