Institution: Merritt College (118772)
User ID: 88G364B

## 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 no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the Academic Libraries Resource page for additional reporting resources.

**Data Reporting Reminders**

Report all data for fiscal year (FY) 2018. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, 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 2018. 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 2018:**

| | |
|---|---|
| ○ 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:<br>For all degree-granting institutions<br>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.<br>Report the total number of each category held at the END of Fiscal Year 2018. | | | | | |
| Library Collections | Physical | | Digital/Electronic | | Total |
| | | Prior Year Amount | | Prior Year Amount | |
| Books | 44,040 | **44,073** | 616 | **15,470** | |
| Databases | | | 76 | **74** | |
| Media | 0 | **0** | | **0** | |
| Serials | 50 | **75** | | **0** | |
| Total | 44,090 | **44,148** | 692 | **15,544** | 44,782 |
| | | | | | |
| Library Circulation | 6,665 | **8,231** | 7,198 | **4,550** | 13,863 |

**Does your institution 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, 2018. | | |
| | | **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 | 570,121 | **511,489** |
| | | |
| Are staff fringe benefits paid out of the library budget? | | |
| ⭘ No | | |
| ⦿ Yes                          Total Fringe benefits | 266,245 | **229,599** |
| | | |
| *Materials/services expenses* | | |
| One-time purchases of books, serial back-files, and other materials | 34,673 | |
| Ongoing commitments to subscriptions | 45,600 | |
| All other materials/services costs | 0 | |
| Total materials/services expenses | 80,273 | **99,489** |
| | | |
| *Operations and maintenance expenses* | | |
| Preservation services | 0 | |
| All other operations and maintenance expenses | 17,980 | |
| Total operations and maintenance expenses | 17,980 | **23,972** |
| | | |
| **Total Expenses** | 934,619 | **864,549** |
| **Total Expenses (minus Fringe Benefits)** | 668,374 | **634,950** |

**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** | 5.00 hours | 0.00 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 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 2018.

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 | 44,040 | 616 |
| Databases | | 76 |
| Media | 0 | |
| Serials | 50 | |
| Total Collection | 44,090 | 692 |
| | | |
| Total Circulation | 6,665 | 7,198 |

| Expenses | Amount |
|---|---|
| Salaries and wages | $570,121 |
| Fringe benefits | $266,245 |
| Materials/services expenses | $80,273 |
| Operations and maintenance expenses | $17,980 |
| Total expenses | $934,619 |

Edit Report

**Academic Libraries**

**Merritt College (118772)**

| Source | Description | Severity | Resolved | Options |
|---|---|---|---|---|
| **Screen: Collections/Circulation and Interlibrary Loan Services** | | | | |
| Upload File | The number entered (616) is outside the expected range of between 10,829 and 20,111 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason: | Weeded legacy NetLibrary ebook collections. | | | |
| Upload File | The calculated value (692) is outside the expected range of between 10,881 and 20,207 compared to the prior year value. Please correct your data or explain. (Error #15027) | Explanation | Yes | |
| Reason: | Weeded legacy NetLibrary ebook collections. | | | |
| Upload File | The number entered (7,198) is outside the expected range of between 3,185 and 5,915 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason: | Continued increase in circulation and usage of electronic books. | | | |
| Upload File | The number entered (50) is outside the expected range of between 53 and 97 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason: | Ongoing weeding of print periodical collection. | | | |