IPEDS **2022-23 Data Collection System**

Academic Libraries 2022-23

Institution: Concord University (237330)   User ID: P2373309

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.

- Report all data for fiscal year (FY) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

There are no changes to this survey component.

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 2022. 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**.

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Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2022:**

○   Less than $100,000

◉   Greater than or equal to $100,000

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

◉   No

○   Yes

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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 2022.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	160,894	160,373	237,141	210,000	
Databases			13	12	
Media	13,443	13,446	845	794	
Serials ☑	24	45	2	2	
Total	**174,361**	**173,864**	**238,001**	**210,808**	**412,362**

	Physical		Digital/Electronic		Total
ⓘ Library Circulation	2,143	2,152	31,336	24,868	**33,479**

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	☑	312	221
Total interlibrary loans and documents received	☑	245	366

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		4.00	4.00
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		0.00	0.00
Student Assistants	☑	6.00	4.00
Total		**10.00**	**8.00**

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

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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, 2022.

		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	191,175	175,725

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes — **Total Fringe benefits**	46,960	53,593

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	19,100	
Ongoing commitments to subscriptions	92,900	
All other materials/services costs	9,905	
Total materials/services expenses	☑ **121,905**	86,689

Operations and maintenance expenses

Preservation services	3,963	
All other operations and maintenance expenses	4,926	
Total operations and maintenance expenses	☑ **8,889**	13,993

Total Expenses	**368,929**	330,000
Total Expenses (minus Fringe Benefits)	**321,969**	276,407

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

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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:	Elizabeth Chandler				
Email:	echandler@concord.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
4.00   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	3.50 hours	2.00 hours	1.00 hours	1.00 hours
Other offices	1.00 hours	hours	hours	hours

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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 2023.

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	160,894	237,141
Databases		13
Media	13,443	845
Serials	24	2
Total Collection	174,361	238,001
Total Circulation	2,143	31,336

Expenses	Amount
Salaries and wages	$191,175
Fringe benefits	$46,960
Materials/services expenses	$121,905
Operations and maintenance expenses	$8,889
Total expenses	$368,929

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (312) is outside the expected range of between 155 and 287 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary Loans started to increase again as Covid restrictions have lessened for our surrounding public libraries			
Screen Entry	The number entered (245) is outside the expected range of between 257 and 475 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Added more databases that fulfilled more of the campus community document needs			
Screen Entry	The Student Assistants(6.00) is outside the expected range compared to Student Assistants reported in the prior year(4.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	More funds for work-study were granted to the library as more students returned to campus as opposed to the hybrid scenario from the year before			
Screen Entry	The number entered (24) is outside the expected range of between 32 and 58 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Reduced Print Serials due to lack of student use of them			
Screen: Expenses				
Screen Entry	The calculated value (121,905) is outside the expected range of between 65,017 and 108,361 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Added database subscriptions			
Screen Entry	The calculated value (8,889) is outside the expected range of between 9,096 and 18,890 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Resources reallocated to subscription purchasing to reflect students current needs			