IPEDS **2020-21 Data Collection System**

Academic Libraries 2020-21

Institution: University of Alaska Southeast (102632)																																										User ID: P1026321

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**.

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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

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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 2020.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	155,322	153,559	☑ 263,771	198,736	
Databases				122	
Media	7,240	8,026	12,968	11,567	
Serials	3,452	3,451	☑ 123,510	78,178	
Total	**166,014**	**165,036**	☑ **400,249**	**288,603**	**566,263**

	Physical		Digital/Electronic		Total
🛈 Library Circulation	☑ 8,736	16,250	☑ 37,185	7,567	**45,921**

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	3,100	4,343
Total interlibrary loans and documents received	☑ 1,066	2,084

Does your institution have Library Staff?

○ No
● Yes

Library Staff	Number of FTEs
Librarians	3.50
Other Professional Staff	1.00
All Other Paid Staff (Except Student Assistants)	3.73
Student Assistants	1.72
Total	**9.95**

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, 2020.

		Prior Year Amount
ℹ **Indicate the number of branch and independent libraries (exclude the main or central library).**	1	1

ℹ **Expenses**	**Amount**	
Total salaries and wages for the library staff	547,019	593,089

Are staff fringe benefits paid out of the library budget?			
○	No		
◉	Yes	**Total Fringe benefits** 297,427	309,330

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	30,899	
Ongoing commitments to subscriptions	81,800	
All other materials/services costs	5,075	
Total materials/services expenses	**117,774**	121,004

Operations and maintenance expenses

Preservation services	2,195	
All other operations and maintenance expenses	68,944	
Total operations and maintenance expenses	☑ **71,139**	109,578

Total Expenses	**1,033,359**	1,133,001
Total Expenses (minus Fringe Benefits)	**735,932**	823,671

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:	Elise Tomlinson				
Email:	emtomlinson@alaska.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	3.00 hours	0.50 hours	hours
Other offices	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 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	155,322	263,771
Databases		
Media	7,240	12,968
Serials	3,452	123,510
Total Collection	166,014	400,249
Total Circulation	8,736	37,185

Expenses	Amount
Salaries and wages	$547,019
Fringe benefits	$297,427
Materials/services expenses	$117,774
Operations and maintenance expenses	$71,139
Total expenses	$1,033,359

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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 (8,736) is outside the expected range of between 11,375 and 21,125 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the pandemic physical circulation is greatly decreased. The library was closed to the public and students for a good portion of the year, including for our heavy use summer intensive courses.			
Screen Entry	The number entered (263,771) is outside the expected range of between 139,116 and 258,356 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We have added access to a number of Open Access books in the last couple of years, and these are now accounted for in this number. These books are available through the library discovery service.			
Screen Entry	The calculated value (400,249) is outside the expected range of between 202,023 and 375,183 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Please see explanations about books & serials.			
Screen Entry	The number entered (37,185) is outside the expected range of between 5,297 and 9,837 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The change in reporting to include electronic serials numbers along with book numbers accounts for this increase.			
Screen Entry	The number entered (1,066) is outside the expected range of between 1,459 and 2,709 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Both borrowing within our consortium and borrowing via Interlibrary Loan were down this year due to the pandemic.			
Screen Entry	The number entered (123,510) is outside the expected range of between 54,725 and 101,631 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our databases have seen a large increase in digital serials, especially with large increases in serial reports and book series holdings. Also, last year we reported the previous year's numbers in this category, so the change was likely a bit more gradual.			
Screen: Expenses				
Screen Entry	The calculated value (71,139) is outside the expected range of between 71,226 and 147,930 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The Library experienced budget reductions due to loss of support by the State of Alaska, and lost fee revenue due to declining enrollment. We redirected our resources to maintain essential services and resources, notably by eliminating a major contract with OCLC. A spending freeze at the beginning of FY20 and the conditions imposed by the pandemic led to a sharp decrease in non-essential expenditures in the areas of equipment and furniture replacement, event programming, and travel.			