

Institution: New Mexico Highlands University (187897)
User ID: P1878971

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.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, 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 2019. 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 library expenses for Fiscal Year 2019:

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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	164,589	166,402	283,623	283,623	
Databases			44	44	
Media	3,410	3,194		0	
Serials	295	398	51,471	51,471	
Total	168,294	169,994	335,138	335,138	503,432
Library Circulation	5,940	5,848	23,391	23,850	29,331

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	1,158	1,077
Total interlibrary loans and documents received	1,627	1,762

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.

This fiscal year, due to staff vacancies I was unable to obtain data for the Digital/Electronic column above. However, I did enter the same numbers from the previous fiscal year, since this was a good estimate for this fiscal year.

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, 2019.		
		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	726,665	653,222
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	149,017
	244,883	
Materials/services expenses		
One-time purchases of <u>books, serial back-files, and other materials</u>	88,865	
<u>Ongoing commitments to subscriptions</u>	158,784	
All other materials/services costs	161,741	
Total materials/services expenses	409,390	408,161
Operations and maintenance expenses		
Preservation services	730	
All other operations and maintenance expenses	113,762	
Total operations and maintenance expenses	114,492	212,976
Total Expenses	1,495,430	1,423,376
Total Expenses (minus Fringe Benefits)	1,250,547	1,274,359

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](#).

Filled vacancies which increased the amount of benefits spent this fiscal year. Continued this fiscal year with a flat budget. Decrease in this area was to assist in inflation costs in library materials.

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:

- | | | |
|---------------------------------------|---|----------------------------------|
| <input type="radio"/> Keyholder | <input type="radio"/> SFA Contact | <input type="radio"/> HR Contact |
| <input type="radio"/> Finance Contact | <input checked="" type="radio"/> Academic Library Contact | <input type="radio"/> Other |

Name: Ruben Aragon

Email: rubenaragon@nmhu.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

15.50 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	2.50 hours	1.50 hours	1.00 hours	0.50 hours
Other offices	2.00 hours	0.00 hours	0.00 hours	0.00 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 2019.

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	164,589	283,623
Databases		44
Media	3,410	
Serials	295	51,471
Total Collection	168,294	335,138
Total Circulation	5,940	23,391

Expenses	Amount
Salaries and wages	\$726,665
Fringe benefits	\$244,883
Materials/services expenses	\$409,390
Operations and maintenance expenses	\$114,492
Total expenses	\$1,495,430

Academic Libraries

New Mexico Highlands University (187897)

Source	Description	Severity	Resolved	Options
Screen: Expenses				
Screen Entry	The number entered (244,883) is outside the expected range of between 119,214 and 178,820 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Filled vacancies which increased the amount of benefits spent this fiscal year.			
Screen Entry	The calculated value (114,492) is outside the expected range of between 138,435 and 287,517 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Continued this fiscal year with a flat budget. Decrease in this area was to assist in inflation costs in library materials.			