IPEDS 2020-21 Data Collection System

Academic Libraries 2020-21

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 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	167,177	164,589	☑	452,135	283,623	
Databases			☑	64	44	
Media	3,460	3,410		0	0	
Serials	275	295		51,471	51,471	
Total	**170,912**	**168,294**	☑	**503,670**	**335,138**	**674,582**

	Physical	Prior	Digital	Prior	Total
ⓘ Library Circulation ☑	4,102	5,940	23,391	23,391	**27,493**

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	☑	728	1,158
Total interlibrary loans and documents received	☑	1,029	1,627

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs

Librarians	5.00
Other Professional Staff	0.00
All Other Paid Staff (Except Student Assistants)	10.50
Student Assistants	8.50
Total	**24.00**

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, 2020.

		Prior Year Amount
ℹ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ℹ **Expenses**	**Amount**	
Total salaries and wages for the library staff	644,479	726,665

Are staff fringe benefits paid out of the library budget?			
○	No		
◉	Yes	**Total Fringe benefits**	238,689	244,883

Materials/services expenses

	Amount	
One-time purchases of books, serial back-files, and other materials	43,943	
Ongoing commitments to subscriptions	250,295	
All other materials/services costs	172,344	
Total materials/services expenses	**466,582**	409,390

Operations and maintenance expenses

	Amount	
Preservation services	266	
All other operations and maintenance expenses	223,015	
Total operations and maintenance expenses	☑ **223,281**	114,492

Total Expenses	**1,573,031**	1,495,430
Total Expenses (minus Fringe Benefits)	**1,334,342**	1,250,547

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:	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?
1.00   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	3.00 hours	1.00 hours	1.00 hours	1.00 hours
Other offices	3.00 hours	0.00 hours	0.00 hours	0.00 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	167,177	452,135
Databases		64
Media	3,460	0
Serials	275	51,471
Total Collection	170,912	503,670
Total Circulation	4,102	23,391

Expenses	Amount
Salaries and wages	$644,479
Fringe benefits	$238,689
Materials/services expenses	$466,582
Operations and maintenance expenses	$223,281
Total expenses	$1,573,031

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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 (4,102) is outside the expected range of between 4,158 and 7,722 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	COVID-19 had a big impact on our circulation of library materials.			
Screen Entry	The number entered (452,135) is outside the expected range of between 198,537 and 368,709 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We had a big increase of electronic resources added to meet the needs of our faculty and students during remote access during COVID-19.			
Screen Entry	The number entered (64) is outside the expected range of between 31 and 57 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This number had an unexpected increase from last fiscal year.			
Screen Entry	The calculated value (503,670) is outside the expected range of between 234,597 and 435,679 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	This total is impacted by the increase of electronic resources added to support the needs of of our faculty and students during COVID-19.			
Screen Entry	The number entered (728) is outside the expected range of between 811 and 1,505 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to a number of Libraries closed and providing limited ILL services, our total was lower than normal because of COVID-19.			
Screen Entry	The number entered (1,029) is outside the expected range of between 1,139 and 2,115 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Once again, this total was affected by the number of Libraries having limited ILL services now during COVID-19.			

Screen: Expenses

Screen Entry	The calculated value (223,281) is outside the expected range of between 74,420 and 154,564 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increase of operations and maintenance expenses because of COVID-19.			