

# IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022  
User ID: P1878971

## Academic Libraries 2021-22

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 2021-22 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) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

#### Changes to reporting for 2021-22:

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 2021. 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

**i** Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- Less than \$100,000                       Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No     Yes

Institution: New Mexico Highlands University (187897)

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 2021.

Library Collections	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	165,310	167,177	452,135	452,135		
Databases			66	64		
Media	3,571	3,460	0	0		
Serials	<input checked="" type="checkbox"/>	165	275	55,732	51,471	
<b>Total</b>	<b>169,046</b>	<b>170,912</b>	<b>507,933</b>	<b>503,670</b>	<b>676,979</b>	
<input checked="" type="checkbox"/> Library Circulation		1,508	4,102	17,161	23,391	18,669

**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	<input checked="" type="checkbox"/>	76	728
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	630	1,029

**Does your institution have Library Staff?**

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		5.00	5.00
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		10.50	10.50
Student Assistants	<input checked="" type="checkbox"/>	3.00	8.50
<b>Total</b>		<b>18.50</b>	<b>24.00</b>

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

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, 2021.

		Prior Year Amount
<b>i</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
<b>i</b> Expenses		Amount
Total <u>salaries and wages</u> for the library staff		719,567 644,479
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits
		236,683 238,689
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files</u> , and other materials		59,445
<u>Ongoing commitments to subscriptions</u>		153,025
All other materials/services costs		199,007
<b>Total materials/services expenses</b>		<b>411,477</b> 466,582
<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>		14,319
All other operations and maintenance expenses		108,170
<b>Total operations and maintenance expenses</b>		<input checked="" type="checkbox"/> <b>122,489</b> 223,281
<b>Total Expenses</b>		<b>1,490,216</b> 1,573,031
<b>Total Expenses (minus Fringe Benefits)</b>		<b>1,253,533</b> 1,334,342

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

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:

<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:

Email:

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

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	<input type="text" value="2.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> 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 2021.

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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	165,310	452,135
Databases		66
Media	3,571	0
Serials	165	55,732
Total Collection	169,046	507,933
Total Circulation	1,508	17,161

Expenses	Amount
Salaries and wages	\$719,567
Fringe benefits	\$236,683
Materials/services expenses	\$411,477
Operations and maintenance expenses	\$122,489
Total expenses	\$1,490,216

## Edit Report

## Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (1,508) is outside the expected range of between 2,872 and 5,332 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation of physical library materials dropped due to pandemic restrictions.			
Screen Entry	The number entered (165) is outside the expected range of between 193 and 357 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Serials were canceled to move funds to online databases			
Screen Entry	The number entered (76) is outside the expected range of between 510 and 946 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Pandemic restrictions affected interlibrary			
Screen Entry	The number entered (630) is outside the expected range of between 721 and 1,337 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Pandemic restrictions affected interlibrary			
Screen Entry	The Student Assistants(3.00) is outside the expected range compared to Student Assistants reported in the prior year(8.50). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Pandemic restrictions affected number of students hired			
<b>Screen: Expenses</b>				
Screen Entry	The calculated value (122,489) is outside the expected range of between 145,133 and 301,429 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Pandemic affected expenditures			