

Academic Libraries 2023-24

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.
- Report all data for fiscal year (FY) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. 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**.

Screening Questions

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2023:

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

Is the library collection entirely electronic?

- No Yes

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 2023.

<u>Library Collections</u>	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	157,011	162,182	611,207	586,193		
Databases			77	78		
Media	3,831	3,912	0	0		
Serials	156	170	0	0		
Total	160,998	166,264	611,284	586,271	772,282	
Library Circulation	3,687	3,144	<input checked="" type="checkbox"/>	2,647	14,005	6,334

Does your institution have Interlibrary Loan Services ?

- No
- Yes

<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	834	733
Total interlibrary loans and documents received	934	936

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	6.00	5.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	10.50	10.50
Student Assistants	6.50	6.50
Total	23.00	22.00

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, 2023.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		860,983 767,644
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits 273,544 246,917
Materials/services expenses		
One-time purchases of <u>books, serial back-files,</u> and other materials		67,723 66,993
<u>Ongoing commitments to subscriptions</u>		336,009 317,529
All other materials/services costs		0 54
Total materials/services expenses		403,732 384,576
Operations and maintenance expenses		
<u>Preservation services</u>		1,399 8,545
All other operations and maintenance expenses		127,083 86,061
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 128,482 94,606
Total Expenses		1,666,741 1,493,743
Total Expenses (minus Fringe Benefits)		1,393,197 1,246,826

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

Summary

Academic Libraries Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	157,011	611,207
<u>Databases</u>		77
<u>Media</u>	3,831	0
<u>Serials</u>	156	0
Total	160,998	611,284
Library Circulation	3,687	2,647

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 834 Total interlibrary loans and documents received : 934 Librarians : 6.00
Library Staff	Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 10.50 Student Assistants : 6.50

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	860,983
Fringe benefits	273,544
Total materials/services expenses	403,732
Total operations and maintenance expenses	128,482
Total Expenses	1,666,741

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (2,647) is outside the expected range of between 9,804 and 18,206 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library has switched account methods to more accurately account for ebook circulation in FY 23.			
Screen: Expenses				
Screen Entry	The calculated value (128,482) is outside the expected range of between 61,494 and 127,718 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Inflation costs require more to be spend in other categories.			