

## Academic Libraries 2017-18

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.

#### Recent changes

There are a few changes to the 2017-18 Academic Libraries component from the 2016-17 collection. Visit the [Academic Libraries Resource](#) page for a list of the changes and additional reporting resources.

#### Data Reporting Reminders

Report all data for fiscal year (FY) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, 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 2017. 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**

 Were your annual total library expenses for Fiscal Year 2017:

- |                       |                     |                                  |                                    |
|-----------------------|---------------------|----------------------------------|------------------------------------|
| <input type="radio"/> | Less than \$100,000 | <input checked="" type="radio"/> | Greater than or equal to \$100,000 |
|-----------------------|---------------------|----------------------------------|------------------------------------|

Is the library collection entirely electronic?

- |                                  |    |                       |     |
|----------------------------------|----|-----------------------|-----|
| <input checked="" type="radio"/> | No | <input type="radio"/> | 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 2017.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	167,164	166,045	102,901	246,281	
Databases			44	34	
Media	3,021	2,826	0	0	
Serials	389	613	48,642	47,534	
<b>Total</b>	170,574	169,484	151,587	293,849	322,161
<b>Library Circulation</b>	6,510	6,732	5,489	4,696	11,999

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	1,086	1,292
Total interlibrary loans and documents received	1,975	1,582

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.

Books - Digital/Electronic - Error was detected in 2016 reporting. Source used was inaccurate for that year.

Serials - Reduced print journal subscriptions and adding more electronic resources to support online programs.

Total - This was due to the number reported in 2016.

**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, 2017.

		Prior Year Amount
<input type="checkbox"/> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<input type="text" value="0"/>	<b>0</b>

<input type="checkbox"/> Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="762,011"/>	<b>810,903</b>

Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	<input type="text" value="258,625"/> <b>265,939</b>

<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial backfiles,</u> and other materials	<input type="text" value="67,405"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="215,920"/>	
All other materials/service cost	<input type="text" value="135,844"/>	
<b>Total materials/services expenses</b>	<b>419,169</b>	<b>465,456</b>

<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>	<input type="text" value="5,880"/>	
All other operations and maintenance expenses	<input type="text" value="112,693"/>	
<b>Total operations and maintenance expenses</b>	<b>118,573</b>	<b>121,017</b>

<b>Total Expenses</b>	<b>1,558,378</b>	<b>1,663,315</b>
<b>Total Expenses (minus Fringe Benefits)</b>	<b>1,299,753</b>	<b>1,397,376</b>

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](#).

**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:	<input type="text" value="Ruben Aragon"/>				
Email:	<input type="text" value="rubenaragon@nmhu.edu"/>				

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

<input type="text" value="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	<input type="text" value="2.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="0.50"/> hours	<input type="text" value="0.50"/> hours
Other offices	<input type="text" value="3.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="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 2017.

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	167,164	102,901
Databases		44
Media	3,021	0
Serials	389	48,642
Total Collection	170,574	151,587
Total Circulation	6,510	5,489

Expenses	Amount
Salaries and wages	\$762,011
Fringe benefits	\$258,625
Materials/services expenses	\$419,169
Operations and maintenance expenses	\$118,573
Total expenses	\$1,558,378

**Academic Libraries**

**New Mexico Highlands University (187897)**

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation and Interlibrary Loan Services</b>				
Screen Entry	The number entered (102,901) is outside the expected range of between 172,397 and 320,165 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Error was detected in 2016 reporting. Source used was inaccurate for this year.			
Screen Entry	The calculated value (151,587) is outside the expected range of between 205,695 and 382,003 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This was due to the large number of digital/electronic reported in 2016.			
Screen Entry	The number entered (389) is outside the expected range of between 430 and 796 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reduced print journal subscriptions in order to add more electronic resources to support our online programs.			