

# IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027  
User ID: P1878976

## Academic Libraries 2024-25

Institution: New Mexico Highlands University (187897)

User ID: P1878976

### 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) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

#### Changes to reporting:

No changes for the 2024-25 data collection period.

#### 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 2024. 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**.

Institution: New Mexico Highlands University (187897)

User ID: P1878976

## Screening Questions

**i** Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2024:

- ☐ 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 2024.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	157,451	157,011	639,478	611,207	
<u>Databases</u>			77	77	
<u>Media</u>	3,896	3,831	0	0	
<u>Serials</u>	154	156	0	0	
Total	161,501	160,998	639,555	611,284	801,056
<div><div></div>Library Circulation</div>	3,715	3,687	2,895	2,647	6,610

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	792	834
Total interlibrary loans and documents received	794	934

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	7.00	6.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	10.50	10.50
Student Assistants	6.80	6.50
Total	24.30	23.00

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, 2024.

		Prior Year Amount
<div><div>1</div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div>	<div><div></div>0</div>	0

<div><div>1</div>Expenses</div>	Amount	
Total <u>salaries and wages</u> for the library staff	<div><div></div>922,527</div>	860,983

Are staff <u>fringe benefits</u> paid out of the library budget?		
<div><div></div></div>	No	
<div><div></div></div>	Yes	
Total Fringe benefits		<div><div></div>301,672</div> 273,544

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div><div></div>58,167</div>	67,723
<u>Ongoing commitments to subscriptions</u>	<div><div></div>276,506</div>	336,009
All other materials/services costs	<div><div></div>130</div>	0
Total materials/services expenses	334,803	403,732

Operations and maintenance expenses

<u>Preservation services</u>	<div><div></div>302</div>	1,399
All other operations and maintenance expenses	<div><div></div>130,947</div>	127,083
Total operations and maintenance expenses	131,249	128,482

Total Expenses	1,690,251	1,666,741
Total Expenses (minus Fringe Benefits)	1,388,579	1,393,197

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"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact
		<input type="radio"/>	HR Contact
		<input type="radio"/>	Other
Name: <input type="text" value="April Kent"/>			
Email: <input type="text" value="ajkent@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="2.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
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"/> hours	<input type="text"/> hours	<input type="text"/> 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 2025.

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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical	Digital/Electronic
Books	157,451	639,478
<a href="#">Databases</a>		77
<a href="#">Media</a>	3,896	0
<a href="#">Serials</a>	154	0
Total	161,501	639,555
Library Circulation	3,715	2,895

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 792 Total interlibrary loans and documents received : 794 Librarians : 7.00
Library Staff	Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 10.50 Student Assistants : 6.80

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	922,527
Fringe benefits	301,672
Total materials/services expenses	334,803
Total operations and maintenance expenses	131,249
Total Expenses	1,690,251

Institution: New Mexico Highlands University (187897 )

User ID: P1878976

Edit Report

Academic Libraries

There are no errors for the selected survey and institution.