

# IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

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User ID: P1878971

## Academic Libraries 2022-23

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) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

#### Changes to reporting for 2022-23:

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 2022. 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**.

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## Screening Questions

**i** Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2022:

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

Is the library collection 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 2022.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="162,182"/>	165,310	<input type="text" value="586,193"/>	452,135	
Databases			<input type="text" value="78"/>	66	
Media	<input type="text" value="3,912"/>	3,571	<input type="text" value="0"/>	0	
Serials	<input type="text" value="170"/>	165 <input checked="" type="checkbox"/>	<input type="text" value="0"/>	55,732	
<b>Total</b>	<b>166,264</b>	<b>169,046</b>	<b>586,271</b>	<b>507,933</b>	<b>752,535</b>

<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	<input type="text" value="3,144"/>	1,508	<input type="text" value="14,005"/>	17,161	<b>17,149</b>
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### 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"/>	<input type="text" value="733"/>	76
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	<input type="text" value="936"/>	630

### Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount

Librarians		<input type="text" value="5.00"/>	5.00
Other Professional Staff		<input type="text" value="0.00"/>	0.00
All Other Paid Staff (Except Student Assistants)		<input type="text" value="10.50"/>	10.50
Student Assistants	<input checked="" type="checkbox"/>	<input type="text" value="6.50"/>	3.00
<b>Total</b>		<b>22.00</b>	<b>18.50</b>

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

The library building was closed during FY2020-2021 and reopened in FY2021-2022 which led to year to year numbers being very different.

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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, 2022.

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

<b>i</b> Expenses	Amount	
<b>Total <u>salaries and wages</u></b> for the library staff	<input type="text" value="767,644"/>	719,567

Are staff <u>fringe benefits</u> paid out of the library budget?			
<input type="radio"/>	No		
<input checked="" type="radio"/>	Yes	<b>Total Fringe benefits</b>	<input type="text" value="246,917"/>
			236,683

**Materials/services expenses**

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="66,993"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="317,529"/>	
All other materials/services costs	<input type="text" value="54"/>	
<b>Total materials/services expenses</b>	<b>384,576</b>	<b>411,477</b>

**Operations and maintenance expenses**

<u>Preservation services</u>	<input type="text" value="8,545"/>	
All other operations and maintenance expenses	<input type="text" value="86,061"/>	
<b>Total operations and maintenance expenses</b>	<b>94,606</b>	<b>122,489</b>

<b>Total Expenses</b>	<b>1,493,743</b>	<b>1,490,216</b>
<b>Total Expenses (minus Fringe Benefits)</b>	<b>1,246,826</b>	<b>1,253,533</b>

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:

<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"/> 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

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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 2023.

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	162,182	586,193
Databases		78
Media	3,912	0
Serials	170	0
Total Collection	166,264	586,271
Total Circulation	3,144	14,005

Expenses	Amount
Salaries and wages	\$767,644
Fringe benefits	\$246,917
Materials/services expenses	\$384,576
Operations and maintenance expenses	\$94,606
Total expenses	\$1,493,743



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## Edit Report

## Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (3,144) is outside the expected range of between 1,056 and 1,960 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The previous fiscal year, the library building was closed due to COVID-19 restrictions and circulation was only done by appointment. This fiscal year, the library was open to patrons and circulation of physical material doubled.			
Screen Entry	The number entered (0) is outside the expected range of between 39,013 and 72,451 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This number was not tracked for FY2021-2022.			
Screen Entry	The number entered (733) is outside the expected range of between 54 and 98 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The previous fiscal year, the library building was closed due to COVID-19 restrictions. The lending of physical material through Interlibrary Loan was minimal due to these restrictions.			
Screen Entry	The number entered (936) is outside the expected range of between 441 and 819 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The previous fiscal year, the library building was closed due to COVID-19 restrictions. Interlibrary Loan service was minimal due to these restrictions.			
Screen Entry	The Student Assistants(6.50) is outside the expected range compared to Student Assistants reported in the prior year(3.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Number of student workers increased as the university move more to being in person after the COVID-19 move to remote learning.			