

# IPEDS 2020-21 Data Collection System

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

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User ID: 29C0011

Academic Libraries 2020-21

2019-20 Data

Institution: Missouri University of Science and Technology (178411)

User ID: 29C0011

## 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 2020-21 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) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

### Changes to reporting for 2020-21:

- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

### 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 2020. 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**.

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### Screening Questions

Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2020:

- 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 2020.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	308,145	303,266	532,443	489,485	
Databases			130	129	
Media	82,554	83,453	22,643	19,815	
Serials	12,368	12,564	69,568	69,617	
<b>Total</b>	<b>403,067</b>	<b>399,283</b>	<b>624,784</b>	<b>579,046</b>	<b>1,027,851</b>

<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	7,093	14,132	336,763	271,560	343,856
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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"/>	13,812	9,891
Total interlibrary loans and documents received		7,411	8,301

**Does your institution have Library Staff?**

- No
- Yes

Library Staff	Number of FTEs
Librarians	6.00
Other Professional Staff	0.00
All Other Paid Staff (Except Student Assistants)	13.00
Student Assistants	5.00
<b>Total</b>	<b>24.00</b>

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

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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, 2020.

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

<b>1</b> Expenses	<b>Amount</b>	
Total <u>salaries and wages</u> for the library staff	695,942	841,866

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 checked="" type="checkbox"/>
		287,360	234,012

**Materials/services expenses**

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	118,935	
<u>Ongoing commitments to subscriptions</u>	1,342,605	
All other materials/services costs	197,775	
<b>Total materials/services expenses</b>	<b>1,659,315</b>	<b>1,528,837</b>

**Operations and maintenance expenses**

<u>Preservation services</u>	626	
All other operations and maintenance expenses	198,472	
<b>Total operations and maintenance expenses</b>	<b>199,098</b>	<b>187,191</b>

<b>Total Expenses</b>	<b>2,841,715</b>	<b>2,791,906</b>
<b>Total Expenses (minus Fringe Benefits)</b>	<b>2,554,355</b>	<b>2,557,894</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 checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input 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="1.00"/> hours	<input type="text" value="0.25"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.75"/> hours
Other offices	<input type="text" value="8.00"/> hours	<input type="text" value="2.50"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="1.50"/> 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 2020.

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	308,145	532,443
Databases		130
Media	82,554	22,643
Serials	12,368	69,568
Total Collection	403,067	624,784
Total Circulation	7,093	336,763

Expenses	Amount
Salaries and wages	\$695,942
Fringe benefits	\$287,360
Materials/services expenses	\$1,659,315
Operations and maintenance expenses	\$199,098
Total expenses	\$2,841,715

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (7,093) is outside the expected range of between 9,893 and 18,371 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	There was a slight change of methodology for gathering the data. Also, the library was closed for the majority of the spring semester. Physical circulation has also been trending down in the past few years. Attributing the lower numbers to a mixture of all three.			
Screen Entry	The number entered (13,812) is outside the expected range of between 6,924 and 12,858 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	ILL documents increased a lot in FY20 because of library closures due to COVID-19. The ILL office was able to reopen for lending – with precautions in place – earlier than other ILL offices around the country. As such, we were able to fill a large number of requests, ones that probably would have been filled by other libraries if they had been able to reopen when we were.			
<b>Screen: Expenses</b>				
Screen Entry	The number entered (287,360) is outside the expected range of between 187,210 and 280,814 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase in Fringe Benefits: The difference in benefit costs is because we hired a new library dean at the start of FY20. This resulted in higher benefit costs (from the previous interim director) as well as some one time moving and relocation expenses. Additionally, the medical insurance cost increased for all employees.			