

IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: P1381871

Academic Libraries 2020-21

Institution: Valencia College (138187)

User ID: P1381871

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.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="169,261"/>	163,425	<input type="text" value="270,445"/>	248,725	
Databases			<input type="text" value="120"/>	120	
Media	<input type="text" value="10,459"/>	10,298	<input checked="" type="checkbox"/> <input type="text" value="64,759"/>	35,467	
Serials	<input type="text" value="920"/>	930	<input type="text" value="38,441"/>	34,169	
Total	180,640	174,653	373,765	318,481	554,405
Library Circulation	<input checked="" type="checkbox"/> <input type="text" value="48,037"/>	76,971	<input checked="" type="checkbox"/> <input type="text" value="650,378"/>	181,609	698,415

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	<input checked="" type="checkbox"/> <input type="text" value="749"/>	1,301
Total interlibrary loans and documents received	<input type="text" value="314"/>	433

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	<input type="text" value="22.70"/>
Other Professional Staff	<input type="text" value="0.00"/>
All Other Paid Staff (Except Student Assistants)	<input type="text" value="32.48"/>
Student Assistants	<input type="text" value="0.48"/>
Total	55.66

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
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		5
<input checked="" type="checkbox"/>	6	
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		3,491,087
<input checked="" type="checkbox"/>	4,423,437	
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		1,666,339
<input checked="" type="checkbox"/>	2,578,343	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials		
	179,576	
<u>Ongoing commitments to subscriptions</u>		
	281,227	
All other materials/services costs		
	86,198	
Total materials/services expenses		589,770
	547,001	
Operations and maintenance expenses		
<u>Preservation services</u>		
	0	
All other operations and maintenance expenses		
	45,859	
Total operations and maintenance expenses		39,839
	45,859	
Total Expenses		5,787,035
<input checked="" type="checkbox"/>	7,594,640	
Total Expenses (minus Fringe Benefits)		4,120,696
	5,016,297	

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="4.00"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="1.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	169,261	270,445
Databases		120
Media	10,459	64,759
Serials	920	38,441
Total Collection	180,640	373,765
Total Circulation	48,037	650,378

Expenses	Amount
Salaries and wages	\$4,423,437
Fringe benefits	\$2,578,343
Materials/services expenses	\$547,001
Operations and maintenance expenses	\$45,859
Total expenses	\$7,594,640

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (48,037) is outside the expected range of between 53,880 and 100,062 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Valencia College libraries closed all library buildings due to Covid in March 2020 for the rest of the fiscal year that caused less circulation of print books and very large use of the digital resources.			
Screen Entry	The number entered (64,759) is outside the expected range of between 24,827 and 46,107 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Some print resources were replaced with media due to Covid so students could access them remotely causing spending to rise in media.			
Screen Entry	The number entered (650,378) is outside the expected range of between 127,127 and 236,091 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Valencia College closed all library buildings in March 2020 due to Covid and the use of digital resources were all that was available for the rest of the fiscal year causing a large rise in use of digital resources.			
Screen Entry	The number entered (749) is outside the expected range of between 911 and 1,691 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Valencia College closed all library buildings in March 2020 due to Covid. No staff was available to process interlibrary loan requested for physical materials causing a lower number of loans provided.			
Screen: Expenses				
Screen Entry	The number of branch and independent libraries is expected to be equal to the prior year value. Please correct your data or explain. (Error #15021)	Explanation	Yes	
Reason	Valencia College opened a library at our new downtown campus location bringing the number to 6 locations not counting the main library.			
Screen Entry	The number entered (4,423,437) is outside the expected range of between 2,792,870 and 4,189,304 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Valencia College libraries added a new librarian for our downtown location and no staff was furloughed due to Covid. All employees were able to continue to work remotely. Raises were given.			
Screen Entry	The number entered (2,578,343) is outside the expected range of between 1,333,072 and 1,999,606 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Fringe benefits spending rises with staff and salaries. No staff were furloughed due to Covid.			
Screen Entry	The calculated value (7,594,640) is outside the expected range of between 4,629,628 and 6,944,442 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Most of the rise in expenses was in wages and salaries and fringe benefits as the library was able to add a position for our new downtown campus and no staff was furloughed due to Covid. More money was spent on digital resources since all library services have been offered remotely since March of 2020 due to Covid.			