IPEDS **2022-23 Data Collection System**

Academic Libraries 2022-23

Institution: Dakota State University (219082)   User ID: P2190821

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

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

○ Less than $100,000

◉ Greater than or equal to $100,000

Is the <u>library collection</u> 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	31,457	34,499	460,955	462,510	
Databases			68	61	
Media	☑ 5,045	1,486	0	0	
Serials	☑ 100	159	162,588	164,858	
Total	**36,602**	36,144	**623,611**	627,429	**660,213**

	Physical		Digital/Electronic		Total
ⓘ Library Circulation	965	870	43,043	40,532	**44,008**

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	☑ 364	185
Total interlibrary loans and documents received	162	193

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	2.00	2.00
Other Professional Staff	1.00	1.00
All Other Paid Staff (Except Student Assistants)	2.00	2.00
Student Assistants	4.00	4.00
Total	**9.00**	9.00

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, 2022.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ⓘ **Expenses**	Amount	
Total salaries and wages for the library staff	281,070	280,907

Are staff fringe benefits paid out of the library budget?		
⦿	No	
◯	Yes **Total Fringe benefits**		0

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	7,058	
Ongoing commitments to subscriptions	323,623	
All other materials/services costs	0	
Total materials/services expenses	☑ 330,681	31,828

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	0	
Total operations and maintenance expenses	☑ 0	1,500

Total Expenses	☒ 611,751	314,235
Total Expenses (minus Fringe Benefits)	611,751	314,235

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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other
Name:	Mary Francis				
Email:	mary.francis@dsu.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
4.00 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	8.00 hours	hours	1.00 hours	hours
Other offices	4.00 hours	hours	0.00 hours	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.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	31,457	460,955
Databases		68
Media	5,045	0
Serials	100	162,588
Total Collection	36,602	623,611
Total Circulation	965	43,043

Expenses	Amount
Salaries and wages	$281,070
Fringe benefits	N/A
Materials/services expenses	$330,681
Operations and maintenance expenses	$0
Total expenses	$611,751

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (5,045) is outside the expected range of between 1,041 and 1,931 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year's number did not include our microfilm numbers.			
Screen Entry	The number entered (364) is outside the expected range of between 130 and 240 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We had an increase in ILL this past year.			
Screen Entry	The number entered (100) is outside the expected range of between 112 and 206 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We cancelled and weeded our periodical collection over this year.			
Screen: Expenses				
Screen Entry	The calculated value is outside the expected range compared to the prior year value. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #15022)	Fatal	Yes	
Reason	Overridden by administrator. Last year's amount excluded the electronic database subscriptions (which are now included). KG			
Screen Entry	The calculated value (330,681) is outside the expected range of between 23,871 and 39,785 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Last year's data only included the amount paid for physical periodical subscriptions. This number includes our electronic database subscriptions as well.			
Screen Entry	The calculated value (0) is outside the expected range of between 975 and 2,025 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We had a small grant the year prior to purchase archive equipment. We did not have any archive funds this year.			