

IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022
User ID: P2353161

Academic Libraries 2021-22

Institution: Gonzaga University (235316)

User ID: P2353161

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 2021-22 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) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

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 2021. 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

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- 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 2021.

Library Collections	Physical			Digital/Electronic		Total	
		Prior Year Amount			Prior Year Amount		
Books	288,308	341,281	<input checked="" type="checkbox"/>	134,284	57,413		
Databases				351	395		
Media	1,100	1,221		45,012	40,252		
Serials	<input checked="" type="checkbox"/>	21,366	7,359	<input checked="" type="checkbox"/>	2,601	33,309	
Total	310,774	349,861		<input checked="" type="checkbox"/> 182,248	131,369	493,022	
<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	7,190	19,660	<input checked="" type="checkbox"/>	91,845	259,145	99,035

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"/>	636	9,956
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	7,405	16,604

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians	<input checked="" type="checkbox"/>	15.00	11.00
Other Professional Staff		6.00	7.00
All Other Paid Staff (Except Student Assistants)	<input checked="" type="checkbox"/>	8.00	12.00
Student Assistants	<input checked="" type="checkbox"/>	25.00	15.00
Total		54.00	45.00

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

n/a

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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, 2021.

		Prior Year Amount	
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		<input type="text" value="1"/>	1
i Expenses		Amount	
Total <u>salaries and wages</u> for the library staff		<input checked="" type="checkbox"/> <input type="text" value="1,956,672"/>	1,188,000
Are staff <u>fringe benefits</u> paid out of the library budget?			
<input checked="" type="radio"/>	No		
<input type="radio"/>	Yes	Total Fringe benefits	0
		<input type="text"/>	
Materials/services expenses			
One-time purchases of <u>books, serial back-files</u> , and other materials		<input type="text" value="141,137"/>	
<u>Ongoing commitments to subscriptions</u>		<input type="text" value="1,498,355"/>	
All other materials/services costs		<input type="text" value="78,477"/>	
Total materials/services expenses		1,717,969	2,136,993
Operations and maintenance expenses			
<u>Preservation services</u>		<input type="text" value="18,700"/>	
All other operations and maintenance expenses		<input type="text" value="57,854"/>	
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 76,554	364,009
Total Expenses		3,751,195	3,689,002
Total Expenses (minus Fringe Benefits)		3,751,195	3,689,002

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="40.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="8.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="20.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value=""/> 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 2021.

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	288,308	134,284
Databases		351
Media	1,100	45,012
Serials	21,366	2,601
Total Collection	310,774	182,248
Total Circulation	7,190	91,845

Expenses	Amount
Salaries and wages	\$1,956,672
Fringe benefits	N/A
Materials/services expenses	\$1,717,969
Operations and maintenance expenses	\$76,554
Total expenses	\$3,751,195

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (7,190) is outside the expected range of between 13,762 and 25,558 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	For FY 21 Foley Library had reduced hours and access due to Covid-19 Pandemic			
Screen Entry	The number entered (134,284) is outside the expected range of between 40,190 and 74,636 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Realignment of collections during budget recovery			
Screen Entry	The calculated value (182,248) is outside the expected range of between 91,959 and 170,779 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Realignment of collections during budget recovery			
Screen Entry	The number entered (91,845) is outside the expected range of between 181,402 and 336,888 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	For FY 21 Foley Library faculty used different teaching modalities due to Covid-19 Pandemic			
Screen Entry	The number entered (636) is outside the expected range of between 6,970 and 12,942 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	For FY 21 Foley Library had reduced hours, access, and staffing due to Covid-19 Pandemic. So did other academic libraries.			
Screen Entry	The number entered (7,405) is outside the expected range of between 11,623 and 21,585 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	For FY 21 Foley Library had reduced hours, access, and staffing due to Covid-19 Pandemic. So did other academic libraries.			
Screen Entry	The Librarians(15.00) is outside the expected range compared to Librarians reported in the prior year(11.00). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	Started to fill vacant positions. The overall hiring request process takes longer due to the university being in budget recovery due to Covid-19 Pandemic.			
Screen Entry	The All Other Paid Staff(8.00) is outside the expected range compared to All Other Paid Staff reported in the prior year(12.00). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	Retirements			
Screen Entry	The Student Assistants(25.00) is outside the expected range compared to Student Assistants reported in the prior year(15.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Past years did not include student employee FTE's for Chastek Law Library			
Screen Entry	The number entered (21,366) is outside the expected range of between 5,152 and 9,566 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improved data collection from acquisitions department			
Screen Entry	The number entered (2,601) is outside the expected range of between 23,317 and 43,301 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improved data collection from acquisitions department			
Screen: Expenses				
Screen Entry	The number entered (1,956,672) is outside the expected range of between 950,400 and 1,425,600 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Started to fill vacant positions. The overall hiring request process takes longer due to the university being in budget recovery due to Covid-19 Pandemic.			

Screen Entry	The calculated value (76,554) is outside the expected range of between 236,606 and 491,412 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	University in budget recovery due to Covid-19 Pandemic			