IPEDS
2023-24 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.32 : Approval Expires 8/31/2025
User ID: P2353161

Academic Libraries 2023-24

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.

- Report all data for fiscal year (FY) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:
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 2023. 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**.

Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2023:**

○ Less than $100,000   ⦿ Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

⦿ No   ○ Yes

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 2023.

Library Collections	Physical		Physical Prior Year Amount	Digital/Electronic		Digital/Electronic Prior Year Amount	Total
Books		279,356	228,161		542,922	593,437	
Databases					345	287	
Media	☑	68,213	17,154		157,010	122,174	
Serials	☑	13,012	6,237		111,914	158,245	
Total	☑	**360,581**	251,552		**812,191**	874,143	**1,172,772**

ⓘ Library Circulation		15,215	14,565	☑	197,924	20,855	**213,139**

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	☑	5,094	1,419
Total interlibrary loans and documents received	☑	4,744	7,074

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		11.00	9.00
Other Professional Staff	☑	2.00	6.00
All Other Paid Staff (Except Student Assistants)		9.00	11.00
Student Assistants	☑	15.00	8.00
Total		**37.00**	34.00

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

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, 2023.

		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	☑ 1,839,360	895,236

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

Materials/services expenses

	Amount	Prior Year
One-time purchases of books, serial back-files, and other materials	203,977	58,015
Ongoing commitments to subscriptions	1,486,116	1,477,305
All other materials/services costs	56,492	125,110
Total materials/services expenses	**1,746,585**	**1,660,430**

Operations and maintenance expenses

	Amount	Prior Year
Preservation services	6,500	586
All other operations and maintenance expenses	431,003	352,918
Total operations and maintenance expenses	**437,503**	**353,504**

	Amount	Prior Year
Total Expenses	☑ **4,023,448**	**2,909,170**
Total Expenses (minus Fringe Benefits)	**4,023,448**	**2,909,170**

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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other

Name:	Brad Matthies
Email:	matthies@gonzaga.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

10.00	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	3.00 hours	1.00 hours	1.00 hours	1.00 hours
Other offices	7.00 hours	5.00 hours	3.00 hours	2.00 hours

Summary

Academic Libraries Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	279,356	542,922
Databases		345
Media	68,213	157,010
Serials	13,012	111,914
Total	360,581	812,191
Library Circulation	15,215	197,924

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 5094 Total interlibrary loans and documents received : 4744
Library Staff	Librarians : 11.00 Other Professional Staff : 2.00 All Other Paid Staff (Except Student Assistants) : 9.00 Student Assistants : 15.00

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	1,839,360
Fringe benefits	
Total materials/services expenses	1,746,585
Total operations and maintenance expenses	437,503
Total Expenses	4,023,448

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Upload File	The number entered (68,213) is outside the expected range of between 12,008 and 22,300 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improved accuracy; access to consortia reporting.			
Upload File	The calculated value (360,581) is outside the expected range of between 176,087 and 327,017 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Improved accuracy; access to consortia reporting.			
Upload File	The number entered (197,924) is outside the expected range of between 14,599 and 27,111 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improved accuracy; access to consortia reporting.			
Upload File	The number entered (5,094) is outside the expected range of between 994 and 1,844 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase due to consortia lending and borrowing.			
Upload File	The number entered (4,744) is outside the expected range of between 4,952 and 9,196 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase due to consortia lending and borrowing.			
Upload File	The number entered (13,012) is outside the expected range of between 4,366 and 8,108 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improved accuracy; access to consortia reporting.			
Upload File	The Other Professional Staff(2.00) is outside the expected range compared to Other Professional Staff reported in the prior year(6.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	Budget cuts			
Upload File	The Student Assistants(15.00) is outside the expected range compared to Student Assistants reported in the prior year(8.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Staff reductions; increased reliance on student employees.			
Screen: Expenses				
Upload File	The calculated value (4,023,448) is outside the expected range of between 2,327,336 and 3,491,004 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Improvement in reporting accuracy due to transitioning from an administrative assistant to a budget and personal officer.			
Upload File	The number entered (1,839,360) is outside the expected range of between 716,189 and 1,074,283 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Improvement in reporting accuracy due to transitioning from an administrative assistant to a budget and personal officer.			