

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027
User ID: P2353161

Academic Libraries 2024-25

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) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:

No changes for the 2024-25 data collection period.

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 2024. 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

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2024:

- 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 2024.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="228,627"/>	279,356	<input type="text" value="568,129"/>	542,922	
<u>Databases</u>			<input type="text" value="341"/>	345	
<u>Media</u>	<input checked="" type="checkbox"/>	<input type="text" value="17,166"/>	68,213	<input type="text" value="196,268"/>	157,010
<u>Serials</u>	<input checked="" type="checkbox"/>	<input type="text" value="6,094"/>	13,012	<input type="text" value="118,938"/>	111,914
Total	<input checked="" type="checkbox"/>	251,887	360,581	883,676	812,191
<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	<input type="text" value="22,085"/>	15,215	<input type="text" value="212,042"/>	197,924
					234,127

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="6,689"/>	5,094
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	<input type="text" value="8,755"/>	4,744

Does your institution have Library Staff?

- No
 Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		<input type="text" value="11.00"/>	11.00
Other Professional Staff	<input checked="" type="checkbox"/>	<input type="text" value="3.00"/>	2.00
All Other Paid Staff (Except Student Assistants)		<input type="text" value="10.00"/>	9.00
Student Assistants		<input type="text" value="11.00"/>	15.00
Total		35.00	37.00

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

We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.

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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, 2024.

		Prior Year Amount
i Indicate the number of branch and independent libraries (exclude the main or central library).		0
i Expenses		Amount
Total salaries and wages for the library staff		1,839,360
Are staff fringe benefits paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes		
Total Fringe benefits		0
Materials/services expenses		
One-time purchases of books , serial back-files , and other materials		203,977
<u>Ongoing commitments to subscriptions</u>		1,486,116
All other materials/services costs		56,492
Total materials/services expenses		1,746,585
Operations and maintenance expenses		
<u>Preservation services</u>		6,500
All other operations and maintenance expenses		431,003
Total operations and maintenance expenses		437,503
Total Expenses		4,023,448
Total Expenses (minus Fringe Benefits)		3,255,750

You may use the space below to provide context for the data you've reported above.

Due to unfilled faculty and professional staff positions, and a focused effort to reduce operating expenses, this year's data may vary from last year's.

Institution: Gonzaga University (235316)

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: <input type="text" value="Brad Matthies"/>					
Email: <input type="text" value="matthies@gonzaga.edu"/>					

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

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Summary

Academic Libraries Component Summary

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 2025.

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	228,627	568,129
<u>Databases</u>		341
<u>Media</u>	17,166	196,268
<u>Serials</u>	6,094	118,938
Total	251,887	883,676
Library Circulation	22,085	212,042

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 6689 Total interlibrary loans and documents received : 8755 Librarians : 11.00
Library Staff	Other Professional Staff : 3.00 All Other Paid Staff (Except Student Assistants) : 10.00 Student Assistants : 11.00

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	1,124,982
Fringe benefits	
Total materials/services expenses	1,885,893
Total operations and maintenance expenses	244,875
Total Expenses	3,255,750

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (17,166) is outside the expected range of between 47,750 and 88,676 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The calculated value (251,887) is outside the expected range of between 252,407 and 468,755 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The number entered (22,085) is outside the expected range of between 10,651 and 19,779 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The number entered (6,689) is outside the expected range of between 3,566 and 6,622 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The number entered (8,755) is outside the expected range of between 3,321 and 6,167 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The number entered (6,094) is outside the expected range of between 9,109 and 16,915 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We've updated our reporting processes to align with the Orbis-Cascade Alliance, a group of 38 libraries we belong to. Now, we use shared reports within Alma, our cloud-based library system. These reports use standardized data points agreed upon by all Alliance members. As a result, you might notice some variation compared to our data from last year.			
Screen Entry	The Other Professional Staff(3.00) is outside the expected range compared to Other Professional Staff reported in the prior year(2.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	

Reason	Filled a vacant position.			
Screen: Expenses				
Screen Entry	The number entered (1,124,982) is outside the expected range of between 1,471,488 and 2,207,232 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to unfilled faculty and professional staff positions, and a focused effort to reduce operating expenses, this year's data may vary from last year's.			
Screen Entry	The calculated value (244,875) is outside the expected range of between 284,377 and 590,629 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Due to unfilled faculty and professional staff positions, and a focused effort to reduce operating expenses, this year's data may vary from last year's.			