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: 55C0011

Academic Libraries 2020-21

Institution: University of Wisconsin-Oshkosh (240365)   User ID: 55C0011

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**.

Screening Questions

Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2020:

○ 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 2020.

Library Collections	Physical		Prior Year Amount	Digital/Electronic		Prior Year Amount	Total
Books		458,306	459,514	☑	355,322	209,627	
Databases					234	231	
Media		18,877	20,729	☑	138,511	101,189	
Serials		4,875	5,477		118,233	106,868	
Total		**482,058**	**485,720**	☑	**612,300**	**417,915**	**1,094,358**

ⓘ Library Circulation	☑	11,933	19,295	☑	395,037	208,117	**406,970**

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		7,188	6,188
Total interlibrary loans and documents received	☑	4,607	7,764

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs
Librarians	13.56
Other Professional Staff	1.00
All Other Paid Staff (Except Student Assistants)	7.43
Student Assistants	4.86
Total	**26.85**

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, 2020.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	2	2

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	1,184,299	1,269,550

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	39,530	
Ongoing commitments to subscriptions	670,903	
All other materials/services costs	54,143	
Total materials/services expenses	**764,576**	966,380

Operations and maintenance expenses

Preservation services	249	
All other operations and maintenance expenses	152,890	
Total operations and maintenance expenses	**153,139**	137,045

Total Expenses	**2,102,014**	2,372,975
Total Expenses (minus Fringe Benefits)	**2,102,014**	2,372,975

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:	Julie Pohlman				
Email:	jpohlman@uwsa.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	25.00 hours	0.50 hours	0.50 hours	hours
Other offices	5.00 hours	hours	hours	hours

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	458,306	355,322
Databases		234
Media	18,877	138,511
Serials	4,875	118,233
Total Collection	482,058	612,300
Total Circulation	11,933	395,037

Expenses	Amount
Salaries and wages	$1,184,299
Fringe benefits	N/A
Materials/services expenses	$764,576
Operations and maintenance expenses	$153,139
Total expenses	$2,102,014

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (11,933) is outside the expected range of between 13,507 and 25,083 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	COVID forced courses to moved to online ed; demand rose for electronic material.			
Screen Entry	The number entered (355,322) is outside the expected range of between 146,739 and 272,515 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Instructions changed to include government documents (system loaded more gov docs).			
Screen Entry	The number entered (138,511) is outside the expected range of between 70,833 and 131,545 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increased e-media due to COVID - added new subscription db.			
Screen Entry	The calculated value (612,300) is outside the expected range of between 292,541 and 543,289 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increased digital collection due to COVID courses moved to online ed.			
Screen Entry	The number entered (395,037) is outside the expected range of between 145,682 and 270,552 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Digital purchases are up due to COVID - courses moved to online ed.			
Screen Entry	The number entered (4,607) is outside the expected range of between 5,435 and 10,093 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	COVID reduced supply and demand.			