

Institution: Washington State University (236939)  
User ID: P2369391

## 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 expenses, and library services for libraries in degree-granting postsecondary institutions.

#### Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

#### Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.

#### 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 2019. 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 library expenses for Fiscal Year 2019:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

## Library Collections/Circulation and Interlibrary Loan Services

### 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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	1,380,044	1,397,428	608,289	566,792	
Databases			484	470	
Media	346,463	352,910	22,232	22,653	
Serials	69,776	91,752	136,331	118,539	
<b>Total</b>	1,796,283	1,842,090	767,336	708,454	2,563,619
<b>Library Circulation</b>	48,837	55,478	1,132,160	910,311	1,180,997

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	14,657	35,208
Total interlibrary loans and documents received	15,377	62,472

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the [College Navigator Website](#).

## Expenses

Section II: For degree-granting institutions with library expenses >= \$100,000		
<b>Library expenses</b> should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2019.		
		<b>Prior Year Amount</b>
<b>?</b> Indicate the number of <b>branch and independent libraries</b> (exclude the main or central library).	6	6
<b>?</b> Expenses	<b>Amount</b>	
<b>Total salaries and wages</b> for the library staff	6,176,904	6,150,778
<b>Are staff fringe benefits paid out of the library budget?</b>		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes	<b>Total Fringe benefits</b>	0
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files, and other materials</u>	857,161	
<u>Ongoing commitments to subscriptions</u>	7,024,241	
All other materials/services costs	190,884	
<b>Total materials/services expenses</b>	8,072,286	6,929,277
<b>Operations and maintenance expenses</b>		
Preservation services	61,421	
All other operations and maintenance expenses	1,215,963	
<b>Total operations and maintenance expenses</b>	1,277,384	819,512
<b>Total Expenses</b>	15,526,574	13,899,567
<b>Total Expenses (minus Fringe Benefits)</b>	15,526,574	13,899,567
<p>You may use the space below to provide context for the data you've reported above. This context box will not be posted on the <a href="#">College Navigator Website</a>.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		

**Prepared by**

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: Alyssa Ferguson

Email: alyssa.c.ferguson@wsu.edu

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

6.00 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	hours	0.00 hours	1.00 hours	35.00 hours
Other offices	hours	hours	0.00 hours	0.00 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 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 your DFR. Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	1,380,044	608,289
Databases		484
Media	346,463	22,232
Serials	69,776	136,331
Total Collection	1,796,283	767,336
Total Circulation	48,837	1,132,160

Expenses	Amount
Salaries and wages	\$6,176,904
Fringe benefits	N/A
Materials/services expenses	\$8,072,286
Operations and maintenance expenses	\$1,277,384
Total expenses	\$15,526,574

## Academic Libraries

## Washington State University (236939)

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation and Interlibrary Loan Services</b>				
Upload File	The number entered (14,657) is outside the expected range of between 24,646 and 45,770 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	This year we performed a comprehensive review of procedures for collecting and compiling ILL data. This process revealed significant duplication of transaction counts from some workflows. Thus, the counts of items delivered and received are significantly lower this year than previously reported.			
Upload File	The number entered (15,377) is outside the expected range of between 43,731 and 81,213 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	This year we performed a comprehensive review of procedures for collecting and compiling ILL data. This process revealed significant duplication of transaction counts from some workflows. Thus, the counts of items delivered and received are significantly lower this year than previously reported.			
<b>Screen: Expenses</b>				
Upload File	The calculated value (1,277,384) is outside the expected range of between 532,683 and 1,106,341 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	A significant portion of the funding for library materials and operations is provided from facilities and administrative cost (F&A) funds. At the end of fiscal year 2017/18, F&A funds from the 4th quarter that ordinarily would have posted and been expended in FY 17/18 were delayed, and were not posted until FY 18/19. As a result, both library operations and total library expenditures for FY 18/19 are inflated by \$488,596.			