

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: P2369391

Academic Libraries 2021-22

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 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

1 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	1,419,196	1,403,256		795,421	728,060		
Databases				694	598		
Media	290,640	358,255	<input checked="" type="checkbox"/>	101,744	28,249		
Serials	68,811	69,946		119,528	142,336		
Total	1,778,647	1,831,457		1,017,387	899,243	2,796,034	
i Library Circulation	<input checked="" type="checkbox"/>	18,464	40,448	<input checked="" type="checkbox"/>	1,178,154	839,922	1,196,618

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"/>	17,027	11,579
Total interlibrary loans and documents received		14,996	13,508

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		42.50	50.50
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)	<input checked="" type="checkbox"/>	39.13	61.03
Student Assistants		18.15	20.28
Total		99.78	131.81

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

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Expenses

Section II: For degree-granting institutions with library expenses >= \$100,000Library 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 branch and independent libraries (exclude the main or central library).	<input type="text" value="6"/>	6

i Expenses	Amount	
Total salaries and wages for the library staff	<input type="text" value="5,324,843"/>	6,370,106

Are staff fringe benefits paid out of the library budget?			
<input checked="" type="radio"/>	No		
<input type="radio"/>	Yes	Total Fringe benefits	<input type="text" value="0"/>

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="629,957"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="6,602,235"/>	
All other materials/services costs	<input type="text" value="440,309"/>	
Total materials/services expenses	7,672,501	7,888,259

Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="33,455"/>	
All other operations and maintenance expenses	<input type="text" value="1,339,730"/>	
Total operations and maintenance expenses	1,373,185	1,142,024

Total Expenses	14,370,529	15,400,389
Total Expenses (minus Fringe Benefits)	14,370,529	15,400,389

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="8.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="1.00"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> 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	1,419,196	795,421
Databases		694
Media	290,640	101,744
Serials	68,811	119,528
Total Collection	1,778,647	1,017,387
Total Circulation	18,464	1,178,154

Expenses	Amount
Salaries and wages	\$5,324,843
Fringe benefits	N/A
Materials/services expenses	\$7,672,501
Operations and maintenance expenses	\$1,373,185
Total expenses	\$14,370,529

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (18,464) is outside the expected range of between 28,314 and 52,582 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	For a good portion of this time many of our physical locations were closed and we had a noticeable drop-off in physical checkouts during this time.			
Screen Entry	The number entered (1,178,154) is outside the expected range of between 587,946 and 1,091,898 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Since many of our physical locations were closed for a good portion of the reported time period we saw a large portion of our physical usage go down and the usage of our e-resources go up.			
Screen Entry	The number entered (17,027) is outside the expected range of between 8,106 and 15,052 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	While our doors were closed to the public for much of the reporting year our staff continued to process ILL borrowing/lending requests. This was unlike some of our colleagues that were closed entirely to both patrons and staff. We believe this led to an uptick in lending requests since some of our ILL partners with similar collections were closed completely and were unable to till requests.			
Screen Entry	The All Other Paid Staff(39.13) is outside the expected range compared to All Other Paid Staff reported in the prior year(61.03). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	Two reasons for the discrepancy: 1.) There was some turnover/retirements in staff and a fair number of replacements didn't start until 7/1/2021 (or later) so they wouldn't be counted in the report this year. 2.) Reporting FTE/Headcount information is coming from a new system (with more clarity and visibility on % of appointments which may have impacted this number down as compared with previous years			
Screen Entry	The number entered (101,744) is outside the expected range of between 19,775 and 36,723 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This increase is due to the Libraries purchasing title-level access to a much larger number of streaming media collections.			