

# IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

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User ID: P2379321

## Academic Libraries 2021-22

Institution: West Liberty University (237932)

User ID: P2379321

### 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

**i** 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.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	103,896	103,702	0	0	
<u>Databases</u>			76	76	
<u>Media</u>	<input checked="" type="checkbox"/> 4,959	3,496	0	0	
<u>Serials</u>	<input checked="" type="checkbox"/> 12,882	23,996	0	0	
<b>Total</b>	<b>121,737</b>	<b>131,194</b>	<b>76</b>	<b>76</b>	<b>121,813</b>
<b>i Library Circulation</b>	1,012	1,159	<input checked="" type="checkbox"/> 0	0	<b>1,012</b>

**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	76	78
Total interlibrary loans and documents received	358	332

**Does your institution have Library Staff?**

- ☐ No  
☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	1.00	1.00
Other Professional Staff	<input checked="" type="checkbox"/> 2.00	3.00
All Other Paid Staff (Except Student Assistants)	0.00	0.00
Student Assistants	4.00	4.00
<b>Total</b>	<b>7.00</b>	<b>8.00</b>

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

Media has increased due to purchases  
 Serials have been weeded and withdrawn  
 Staff has decreased due to a staff's death

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## Expenses

## Section II: For degree-granting institutions with library expenses &gt;= \$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, 2021.

	Prior Year Amount
<b>i</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<div>0</div> <div>0</div>

<b>i</b> Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input checked="" type="checkbox"/> <div>139,198</div>	199,076

Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits	<div>44,284</div>	54,999

## Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div>7,500</div>	
<u>Ongoing commitments to subscriptions</u>	<div>60,283</div>	
All other materials/services costs	<div>360</div>	
Total materials/services expenses	<input checked="" type="checkbox"/> <div>68,143</div>	46,533

## Operations and maintenance expenses

<u>Preservation services</u>	<div>1,658</div>	
All other operations and maintenance expenses	<div>59,596</div>	
Total operations and maintenance expenses	<div>61,254</div>	54,000

Total Expenses	312,879	354,608
Total Expenses (minus Fringe Benefits)	268,595	299,609

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

Staff Salaries figure is lower due to a death within the library staff

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="1.00"/> 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"/> 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	103,896	0
Databases		76
Media	4,959	0
Serials	12,882	0
Total Collection	121,737	76
Total Circulation	1,012	0

Expenses	Amount
Salaries and wages	\$139,198
Fringe benefits	\$44,284
Materials/services expenses	\$68,143
Operations and maintenance expenses	\$61,254
Total expenses	\$312,879

## Edit Report

## Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	If the Total Digital/Electronic Collection is greater than zero then the Digital/Electronic Circulation or Usage is also expected to be greater than zero. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #15031)	Fatal	Yes	
Reason	Overridden by administrator. Consistent with PY. Institution only has databases SE			
Screen Entry	The number entered (4,959) is outside the expected range of between 2,448 and 4,544 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	added more dvd's to collection			
Screen Entry	The Digital/Electronic Library Circulation is expected to be greater than 100. Please correct your data or explain. (Error #15016)	Explanation	Yes	
Reason	We do not have any subscriptions to ebooks			
Screen Entry	The number entered (12,882) is outside the expected range of between 16,798 and 31,194 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Weeded and withdrew items			
Screen Entry	The Other Professional Staff(2.00) is outside the expected range compared to Other Professional Staff reported in the prior year(3.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	one staff member passed away			
Screen: Expenses				
Screen Entry	The number entered (139,198) is outside the expected range of between 159,261 and 238,891 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Salaries will be lower due to a death within the library staff			
Screen Entry	The calculated value (68,143) is outside the expected range of between 34,900 and 58,166 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increase in Database subscriptions and ongoing commitments. Book Budget was decreased.			