

Institution: Sam Houston State University (227881)
User ID: P2278811

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	634,698	640,643	404,949	436,670	
Databases			344	344	
Media	71,155	70,808	101,735	62,302	
Serials	16,940	16,950	107,081	104,134	
Total	722,793	728,401	614,109	603,450	1,336,902
Library Circulation	29,713	18,141	82,495	258,691	112,208

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	4,233	5,520
Total interlibrary loans and documents received	2,673	2,745

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		
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, 2019.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	2,230,557	2,316,962
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	5,510
	384,991	
Materials/services expenses		
One-time purchases of <u>books, serial back-files, and other materials</u>	528,879	
<u>Ongoing commitments to subscriptions</u>	2,710,845	
All other materials/services costs	112,280	
Total materials/services expenses	3,352,004	3,071,173
Operations and maintenance expenses		
Preservation services	11,759	
All other operations and maintenance expenses	472,135	
Total operations and maintenance expenses	483,894	549,467
Total Expenses	6,451,446	5,943,112
Total Expenses (minus Fringe Benefits)	6,066,455	5,937,602
<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 College Navigator Website.</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: Michael Hanson

Email: hansonm@shsu.edu

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

62.50 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	40.00 hours	4.00 hours	0.25 hours	0.25 hours
Other offices	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 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.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	634,698	404,949
Databases		344
Media	71,155	101,735
Serials	16,940	107,081
Total Collection	722,793	614,109
Total Circulation	29,713	82,495

Expenses	Amount
Salaries and wages	\$2,230,557
Fringe benefits	\$384,991
Materials/services expenses	\$3,352,004
Operations and maintenance expenses	\$483,894
Total expenses	\$6,451,446

Academic Libraries

Sam Houston State University (227881)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (29,713) is outside the expected range of between 12,699 and 23,583 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	2018 was exceptionally low for circulation. Circulation increased to normal levels this year.			
Screen Entry	The number entered (101,735) is outside the expected range of between 43,612 and 80,992 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Library has purchased a new video streaming services that gave us access to a good number of new videos.			
Screen Entry	The number entered (82,495) is outside the expected range of between 181,084 and 336,298 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	2018's usage of eBook chapters was inflated by vendor's reported numbers. This year's number is more in line with year's previous prior to 2018			
Screen: Expenses				
Screen Entry	The number entered (384,991) is outside the expected range of between 4,408 and 6,612 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	A change in the way the University finances account for fringe benefits caused the library to change from spending nearly nothing on them to completely covering them.			