

Academic Libraries 2020-21

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 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 library expenses (including staff salaries and wages) for Fiscal Year 2020:

- Less than \$100,000 Greater than or equal to \$100,000

Is the library collection 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		Digital/Electronic		Total		
		Prior Year Amount		Prior Year Amount			
Books	601,121	634,698	505,843	404,949			
Databases			357	344			
Media	66,803	71,155	99,903	101,735			
Serials	15,283	16,940	115,197	107,081			
Total	683,207	722,793	721,300	614,109	1,404,507		
<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	6,553	29,713	<input checked="" type="checkbox"/>	1,050,966	82,495	1,057,519

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	3,873	4,233
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 1,829	2,673

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	19.00
Other Professional Staff	2.50
All Other Paid Staff (Except Student Assistants)	25.50
Student Assistants	13.45
Total	60.45

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
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		1
<input checked="" type="checkbox"/> <input type="text" value="3"/>		
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		2,429,639 2,230,557
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits 357,448 384,991
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials		620,350
<u>Ongoing commitments to subscriptions</u>		3,020,239
All other materials/services costs		89,987
Total materials/services expenses		3,730,576 3,352,004
Operations and maintenance expenses		
<u>Preservation services</u>		11,287
All other operations and maintenance expenses		263,714
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 275,001 483,894
Total Expenses		6,792,664 6,451,446
Total Expenses (minus Fringe Benefits)		6,435,216 6,066,455

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:			
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact
<input type="radio"/>		<input type="radio"/>	HR Contact
<input type="radio"/>		<input type="radio"/>	Other
Name:	<input type="text" value="Michael Hanson"/>		
Email:	<input type="text" value="hansonm@shsu.edu"/>		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="8.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="40.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="0.25"/> hours	<input type="text" value="0.25"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> 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	601,121	505,843
Databases		357
Media	66,803	99,903
Serials	15,283	115,197
Total Collection	683,207	721,300
Total Circulation	6,553	1,050,966

Expenses	Amount
Salaries and wages	\$2,429,639
Fringe benefits	\$357,448
Materials/services expenses	\$3,730,576
Operations and maintenance expenses	\$275,001
Total expenses	\$6,792,664

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (6,553) is outside the expected range of between 20,800 and 38,626 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the COVID-19 pandemic, classes were held online or in a hybrid mode, the library was closed for 5 weeks and then opened with reduced hours. Due to these things, circulation dropped precipitously.			
Screen Entry	The number entered (1,050,966) is outside the expected range of between 57,747 and 107,243 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	In past years, eJournal usage was not recorded. Recording this this year greatly inflated the e-circulation number.			
Screen Entry	The number entered (1,829) is outside the expected range of between 1,872 and 3,474 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to COVID-19 pandemic, fewer Interlibrary Loan requests were made.			
Screen: Expenses				
Screen Entry	The number of branch and independent libraries is expected to be equal to the prior year value. Please correct your data or explain. (Error #15021)	Explanation	Yes	
Reason	SHSU opened a School of Osteopathic Medicine in 2020. A library branch was opened in this location. Also, at SHSU's satellite campus in the Woodlands, Texas, there is a library branch. Neither branch has physical collections.			
Screen Entry	The calculated value (275,001) is outside the expected range of between 314,532 and 653,256 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Due to the COVID-19 pandemic and the fact that the library building was closed for 5 weeks and then reopened with restricted hours, there were fewer operations costs. Also, costs such as professional development travel, online conference attendance, and student worker wages were reduced. Monies economized in these areas were returned to the University to cover shortages in overall University revenues due to COVID-19. Finally, the University did impose a 2% budget cut to library budgets. This cut was economized in this area.			