

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.

Recent changes

There are no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the [Academic Libraries Resource](#) page for additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2018. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, 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 2018. 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](#)

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 2018:

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 2018.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	640,643	643,598	436,670	314,675	
Databases			344	353	
Media	70,808	69,655	62,302	64,771	
Serials	16,950	16,947	104,134	359,865	
Total	728,401	730,200	603,450	739,664	1,331,851
Library Circulation	18,141	21,136	258,691	757,135	276,832

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	5,520	5,588
Total interlibrary loans and documents received	2,745	2,637

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.

For Library circulation, digital/electronic. That number must be an error. We did not circulate that high last fiscal year.

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, 2018.		
		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	2,316,962	2,300,981
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	5,510
		6,089
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	362,841	
Ongoing commitments to subscriptions	2,586,833	
All other materials/services costs	121,499	
Total materials/services expenses	3,071,173	3,093,775
Operations and maintenance expenses		
Preservation services	10,459	
All other operations and maintenance expenses	539,008	
Total operations and maintenance expenses	549,467	561,267
Total Expenses	5,943,112	5,962,112
Total Expenses (minus Fringe Benefits)	5,937,602	5,956,023

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](#).

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?

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?

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	2.00hours	0.00hours	1.00hours	0.00hours
Other offices	16.00hours	0.00hours	2.00hours	0.00hours

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 2018.

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	640,643	436,670
Databases		344
Media	70,808	62,302
Serials	16,950	104,134
Total Collection	728,401	603,450
Total Circulation	18,141	258,691

Expenses	Amount
Salaries and wages	\$2,316,962
Fringe benefits	\$5,510
Materials/services expenses	\$3,071,173
Operations and maintenance expenses	\$549,467
Total expenses	\$5,943,112

Academic Libraries

Sam Houston State University (227881)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (436,670) is outside the expected range of between 220,273 and 409,077 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Our ejournal subscription vendor added more titles than in previous years.			
Screen Entry	The number entered (258,691) is outside the expected range of between 529,995 and 984,275 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Last Year's number was in error. This year is correct.			
Screen Entry	The number entered (104,134) is outside the expected range of between 251,906 and 467,824 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We entered an incorrect number last year. This year we did a fair amount of analysis to correct this number. We're confident this is the correct number.			