IPEDS **2021-22 Data Collection System**

Academic Libraries 2021-22

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 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**.

Institution: Sam Houston State University (227881)

User ID: P2278811

Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2021:**

○   Less than $100,000

◉   Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

◉   No

○   Yes

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

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	606,108	601,121	☑ 665,605	505,843		
Databases				362	357	
Media	67,050	66,803	99,586	99,903		
Serials	15,397	15,283	115,053	115,197		
Total	**688,555**	**683,207**	**880,606**	**721,300**		**1,569,161**

ⓘ Library Circulation	☑	10,927	6,553	922,109	1,050,966	**933,036**

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	2,720	3,873
Total interlibrary loans and documents received	1,920	1,829

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	19.00	19.00
Other Professional Staff	2.50	2.50
All Other Paid Staff (Except Student Assistants)	25.00	25.50
Student Assistants	14.25	13.45
Total	**60.75**	60.45

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

Institution: Sam Houston State University (227881)

User ID: P2278811

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, 2021.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	3	3

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	2,425,767	2,429,639

Are staff fringe benefits paid out of the library budget?		
☑⦿	No	
◯	Yes	**Total Fringe benefits**		357,448

Materials/services expenses

		Amount	
One-time purchases of books, serial back-files, and other materials	513,680	
Ongoing commitments to subscriptions	3,205,384	
All other materials/services costs	8,771	
Total materials/services expenses	**3,727,835**	3,730,576

Operations and maintenance expenses

		Amount	
Preservation services	13,032	
All other operations and maintenance expenses	297,105	
Total operations and maintenance expenses	**310,137**	275,001

Total Expenses	**6,463,739**	6,792,664
Total Expenses (minus Fringe Benefits)	**6,463,739**	6,435,216

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

We ceased paying fringe benefits from the library budget

Institution: Sam Houston State University (227881)

User ID: P2278811

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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	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	20.00 hours	8.00 hours	0.25 hours	0.25 hours
Other offices	10.00 hours	0.00 hours	0.00 hours	0.00 hours

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

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	606,108	665,605
Databases		362
Media	67,050	99,586
Serials	15,397	115,053
Total Collection	688,555	880,606
Total Circulation	10,927	922,109

Expenses	Amount
Salaries and wages	$2,425,767
Fringe benefits	N/A
Materials/services expenses	$3,727,835
Operations and maintenance expenses	$310,137
Total expenses	$6,463,739

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

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You indicated that your institution has Library Staff in the Academic Libraries Component but entered 0 for Total Librarian Media and Collection Specialist 25-4020 in the Human Resources Component. Please correct your data or explain. (Error #15808)	Explanation	Yes	
Reason	Librarians are Faculty as SHSU, and so they are counted in 25-1000 Postsecondary Teachers. In past years we have entered 0 in the 25-4020 area. And for SHSU's organization, that is correct.			
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (10,927) is outside the expected range of between 4,588 and 8,518 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the pandemic, circulation statistics have fluxuated greatly.			
Screen Entry	The number entered (665,605) is outside the expected range of between 354,091 and 657,595 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We acquired some eBook packages that increased the number of eBooks in our holdings.			
Screen: Expenses				
Screen Entry	Your response to whether staff fringe benefits are paid out of the library budget is expected to be the same as your response in the prior year Academic Libraries survey. Please correct your data or explain. (Error #15014)	Explanation	Yes	
Reason	In past years we paid fringe benefits from library funds. But adjustments in the library budgeting changed this. We did not do this last year.			