

IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: P2278811

Academic Libraries 2022-23

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.
- Report all data for fiscal year (FY) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

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 2022. 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 (including staff salaries and wages) for Fiscal Year 2022:

- 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 2022.

Library Collections	Physical			Digital/Electronic		Total
		Prior Year Amount			Prior Year Amount	
Books	612,398	606,108	<input checked="" type="checkbox"/>	991,751	665,605	
Databases				363	362	
Media	67,116	67,050		103,416	99,586	
Serials	13,897	15,397		115,964	115,053	
Total	693,411	688,555	<input checked="" type="checkbox"/>	1,211,494	880,606	1,904,905

<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	18,694	10,927	944,242	922,109	962,936
---	-------------------------------------	--------	--------	---------	---------	---------

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	2,855	2,720
Total interlibrary loans and documents received	2,276	1,920

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	25.00
Student Assistants	15.20	14.25
Total	61.70	60.75

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, 2022.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		3
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		2,466,479
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes		
Total Fringe benefits		0
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		511,489
<u>Ongoing commitments to subscriptions</u>		3,378,487
All other materials/services costs		42,397
Total materials/services expenses		3,932,373
Operations and maintenance expenses		
<u>Preservation services</u>		12,625
All other operations and maintenance expenses		693,699
Total operations and maintenance expenses		706,324
Total Expenses		7,105,176
Total Expenses (minus Fringe Benefits)		7,105,176

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"/>	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="150.00"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="0.25"/> hours	<input type="text" value="0.25"/> hours
Other offices	<input type="text" value="10.00"/> hours	<input type="text" value="0.30"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="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 2023.

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	612,398	991,751
Databases		363
Media	67,116	103,416
Serials	13,897	115,964
Total Collection	693,411	1,211,494
Total Circulation	18,694	944,242

Expenses	Amount
Salaries and wages	\$2,466,479
Fringe benefits	N/A
Materials/services expenses	\$3,932,373
Operations and maintenance expenses	\$706,324
Total expenses	\$7,105,176

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (18,694) is outside the expected range of between 7,649 and 14,205 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our circulation continues to increase after the COVID pandemic.			
Screen Entry	The number entered (991,751) is outside the expected range of between 465,924 and 865,286 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our PDA vendor is supplying us with many, many more eBook Titles. We include these in our title count.			
Screen Entry	The calculated value (1,211,494) is outside the expected range of between 616,425 and 1,144,787 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	This reflects the increase in our PDA holdings.			
Screen: Expenses				
Screen Entry	The calculated value (706,324) is outside the expected range of between 201,590 and 418,684 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We had a change in business office manager. We revisited the expenses and could not understand why the previous manager was excluding expenses. So we included all the operations expenses this year. The numbers will be higher going forward.			