

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: P1600381

Academic Libraries 2022-23

Institution: Northwestern State University of Louisiana (160038)

User ID: P1600381

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**.

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Screening Questions

i 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

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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.

<u>Library Collections</u>	Physical			Digital/Electronic		Total
		Prior Year Amount			Prior Year Amount	
Books	255,448	260,614	<input checked="" type="checkbox"/>	83,807	9,603	
<u>Databases</u>				117	110	
<u>Media</u>	<input checked="" type="checkbox"/>	8,490	84,421	<input checked="" type="checkbox"/>	21	0
<u>Serials</u>	<input checked="" type="checkbox"/>	85,839	307	<input checked="" type="checkbox"/>	54,526	1,605
Total		349,777		<input checked="" type="checkbox"/> 138,471	11,318	488,248
i Library Circulation	<input checked="" type="checkbox"/>	2,494	1,629	<input checked="" type="checkbox"/>	335,352	9,603
						337,846

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	389	527
Total interlibrary loans and documents received	1,581	1,858

Does your institution have Library Staff?

- ☐ No
☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	7.00	6.00
Other Professional Staff	<input checked="" type="checkbox"/> 0.00	2.00
All Other Paid Staff (Except Student Assistants)	11.00	12.00
Student Assistants	<input checked="" type="checkbox"/> 23.00	40.00
Total	41.00	60.00

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

The consortium of which my library is a member, LOUIS (<https://louislibraries.org/>), created an IPEDS Toolkit to extract data from our holdings and resources. Some of the discrepancies found between this year and last year will be a result of that. There was simply a disparity between how we understood the category descriptions and counted our resources versus how they are understood and defined by the Toolkit.

The increase in librarians is a consequence of finally hiring a Head Archivist.

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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).	<input checked="" type="checkbox"/> <input type="text" value="3"/>	4

i Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="909,597"/>	982,418

Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		<input type="text" value="520,378"/> 530,489

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="2,349"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="562,767"/>	
All other materials/services costs	<input type="text" value="158,260"/>	
Total materials/services expenses	<input checked="" type="checkbox"/> 723,376	555,595

Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="0"/>	
All other operations and maintenance expenses	<input type="text" value="61,909"/>	
Total operations and maintenance expenses	<input checked="" type="checkbox"/> 61,909	33,833

Total Expenses	2,215,260	2,102,335
Total Expenses (minus Fringe Benefits)	1,694,882	1,571,846

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

Our consortial membership fees change each year, and as new institutions are added, fees are also affected. A new institution joined the LOUIS consortium in early 2022 which changed those fees for us. Additionally, we can - and do - sometimes decide as a consortium AND as an individual institution to create mini-consortium which can change the prices of databases for us. Several databases were changed this year, and some of the licenses were renegotiated which changed costs to us.

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="5.00"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

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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	255,448	83,807
Databases		117
Media	8,490	21
Serials	85,839	54,526
Total Collection	349,777	138,471
Total Circulation	2,494	335,352

Expenses	Amount
Salaries and wages	\$909,597
Fringe benefits	\$520,378
Materials/services expenses	\$723,376
Operations and maintenance expenses	\$61,909
Total expenses	\$2,215,260

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The Other Professional Staff(0.00) is outside the expected range compared to Other Professional Staff reported in the prior year(2.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	The disparity between other professional staff numbers from prior year and this year has to do with classification of staff.			
Screen Entry	The Student Assistants(23.00) is outside the expected range compared to Student Assistants reported in the prior year(40.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	We were not able to hire as many students as we did the previous year. We have also had issues with retaining student workers. We are not able to offer as much hourly pay as other businesses in the area.			
Screen Entry	The calculated value (138,471) is outside the expected range of between 7,923 and 14,713 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The core collections of the consortium changed.			
Screen Entry	The prior year value for the institution was 0. The current year value is (21). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason	The core collection of resources from the consortium changed, adding additional resources.			
Screen Entry	The number entered (83,807) is outside the expected range of between 6,723 and 12,483 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	New ebook collections were added to the core collection of the consortium resources.			
Screen Entry	The number entered (54,526) is outside the expected range of between 1,124 and 2,086 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	New resources were added to the core collection of the consortium. Some of these may include open access resources being aggregated via CloudSource OA (SirsiDynix).			
Screen Entry	The number entered (8,490) is outside the expected range of between 59,095 and 109,747 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The way that we ran reports and how items were included changed. We utilized the IPEDS Toolkit provided by the LOUIS consortium.			
Screen Entry	The number entered (2,494) is outside the expected range of between 1,141 and 2,117 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Normal hours and operations resumed in the spring semester of 2022 in the wake of improving numbers around COVID-19. Individuals were able to visit the library physically and checkout materials.			
Screen Entry	The number entered (335,352) is outside the expected range of between 6,723 and 12,483 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The way that we ran reports and how items were included changed. We utilized the IPEDS Toolkit provided by the LOUIS consortium.			
Screen Entry	The number entered (85,839) is outside the expected range of between 215 and 399 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The way that we ran reports and how items were included changed. We utilized the IPEDS Toolkit provided by the LOUIS consortium.			
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	Note: last year's count of branches accidentally included the main library.			
Screen Entry	The calculated value (723,376) is outside the expected range of between 416,697 and 694,493 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Last year, we neglected to include our consortium membership fees, which actually pays for several ongoing databases/subscriptions. This year, we have included the fees in this number.			

Screen Entry	The calculated value (61,909) is outside the expected range of between 21,992 and 45,674 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The institution restructured how some monies were allocated and increased the library's budget on this front.			