THIS SURVEY HAS NO NEW CHANGES AND IS NOT SUBJECT TO CHANGE. THE FULL CONTENT OF THIS DOCUMENT HAS BEEN PREVIOUSLY APPROVED ON DEC 2013. THIS COLLECTION IS CURRENTLY OPEN.

Academic Libraries

Integrated Postsecondary Education Data System
(IPEDS)

This IPEDS Academic Libraries data collection instrument was used during the 2014-15 data collection and will be used during the 2015-16 data collection.

Academic Libraries

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 a few changes to the 2015-16 Academic Libraries component from the 2014-15 collection. Visit the Academic Libraries Resource page for a list of the changes and additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2015. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, 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 2015. 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
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 Question

Were your annual total <u>library expenses</u> for Fiscal Year 2015:

    ○ Less than $100,000   ○ Equal to or greater than $100,000

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

    ○ No   ○ Yes

Library Collections/Circulation

Section I: For all degree-granting institutions with library expenses >0		
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 2015.		
Library Collections	Physical	Digital/Electronic
Books		
Databases		
Media		
Total		
Prior Year Total		
Library Circulation		
Prior Year Library Circulation		

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

Expenses and Interlibrary Services

<table>
<tr><td colspan="3" align="center">**Section II:**
For degree-granting institutions with
library expenses >= $100,000</td></tr>
<tr><td colspan="3">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, 2015.</td></tr>
<tr><td></td><td></td><td>**Prior Year Amount**</td></tr>
</table>

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

❓**Expenses**	**Amount**	
Total salaries and wages from the library budget	☐	

Are staff fringe benefits paid out of the library budget?

○	Yes	**Total Fringe benefits**	☐
○	No		

Materials/services expenses

	Amount	
One-time purchases of books, serial backfiles, and other materials	☐	
Ongoing commitments to subscriptions	☐	
All other materials/service cost	☐	
Total materials/services expenses		

Operations and maintenance expenses

	Amount	
Preservation services	☐	
All other operations and maintenance expenses	☐	
Total operations and maintenance expenses		

Total Expenses		
Total Expenses (minus Fringe Benefits)		

Interlibrary Services	**Number**	
Total interlibrary loans and documents provided to other libraries	☐	
Total interlibrary loans and documents received	☐	

Does your library support virtual reference services?

○	No	○	Yes

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

☐

Academic Libraries

Purpose of Component
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Section II: for degree granting institutions with library expenses >$100,000

Purpose of Component
The purpose of the Academic Libraries (AL) component of IPEDS is to collect information on library collections, expenses, and services for degree-granting postsecondary institutions.

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Changes In Reporting

There are a few changes to the 2015-16 Academic Libraries component from the 2014-15 collection. Visit the Academic Libraries Resource page for a list of the changes and additional reporting resources.

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General Instructions

Please respond to each item in this survey. If the appropriate answer for an item is zero or none, or if a material is provided and counts are not measurable, use "0." If a material is not provided or if expenses are not applicable, leave the item blank.

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Reporting Period Covered

Report all data for fiscal year (FY) 2015. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

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Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

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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 2015. 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.

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Where to Get Help with Reporting

IPEDS Help Desk
Phone: 1-877-225-2568
Email: ipedshelp@rti.org

Web Tutorials
You can also consult the IPEDS website which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page
The IPEDS Resource Page (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

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Detailed Instructions

Screening Questions:
Before entering any data, a screening question will need to be answered.
Were your annual total library expenses for Fiscal Year 2015:
Indicate whether the annual total library expenses in Fiscal Year 2015 were less than $100,000 or equal to or greater than $100,000. Fiscal Year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. All expenses should be reported in whole dollars. Exclude expenses for new buildings and building renovation. Include fringe benefits only IF paid from the library budget. Other library expenses that should be included are:
•Salaries and wages (from the library budget and all other sources)
•One time purchases of books, serial back-files, and other materials

•Ongoing commitments to subscriptions
•Other materials/service costs
•Preservation services
•All other operations and maintenance expenses
If annual total library expenses are less than $100,000, the institution will submit Section I of the AL component. If annual total library expenses are equal to or greater than $100,000, the institution will report Section I and additional expenses and interlibrary services information in Section II of the AL component.
Is the library collection entirely electronic
Select "Yes" if your library collection is comprised entirely of digital/electronic items. Select "No" if your library collection is comprised of both physical and digital/electronic items.

Section I: For all degree-granting institutions with library expenses > $0
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 2015.
Count only those materials that are considered part of your collection. Collections comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems. Interlibrary lending and document delivery are excluded from the collection. Include government documents that are cataloged and/or searchable through the library catalog or discovery system.
Library Collections/Circulation
Physical Books (include government documents and serial backfiles) - Report the number of volumes using the ANSI/NISO Z39.7-2013 definition for volume, which is as follows: A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Include print photographs, duplicates and bound volumes of periodicals and music scores. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.
Physical Media – Report the number of titles of media materials that are displayed by visual projection or magnification, or through sound reproduction, or both, including sound recordings, motion pictures and video recordings, microforms, cartographic and graphic materials. Items packaged together as a unit (e.g. two CD-ROMs for one record book) and checked out as a unit are counted as one physical unit.
Total Physical Collection – This line will automatically be calculated for you.
Total Physical Circulation - Report the total number of times physical items are checked out from the general collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books and media. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulation.
Digital/Electronic Books, (include government documents) – Report e-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Examples of discovery systems can be found at http://librarytechnology.org/discovery/. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include e-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title. Report the number at the administrative entity level; do not duplicate unit count for each branch. Include government documents, locally digitized electronic books and electronic theses and dissertations. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.
Digital/Electronic Databases -Report the total number of licensed digital/electronic databases in your collection if there is bibliographic or discovery access at the database level. Each database is counted individually even if access to several databases is supported through the same vendor interface.
A database is collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic.
Do not include discovery systems in the count of databases. Do not include "individual releases" such as annual updates of content or the migration of the user interface to the next vendor-release (i.e., interface version 3.0 replaces version 2.0) as separate databases.
Digital/Electronic Media - Report titles of e-media materials owned or leased by the library if the individual titles are cataloged and/or searchable through the library catalog or discovery system. E-media materials are media materials that are in digital format and are available for download or streaming. For example, titles from Films on Demand or Alexander Street Press should be reported. Include digital graphic materials and cartographic materials. Include e-media titles in aggregated sets in which the library selected the aggregator even if not each individual title. Report the number at the administrative entity level; do not duplicate unit count for each branch. Do not count image databases (ARTStor, AP Photo Archives) in this category--count as databases. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.
Total Digital/Electronic Collection - This line will automatically be calculated for you.
Total Digital/Electronic Circulation or Usage – Report usage of digital/electronic titles whether viewed, downloaded, or streamed.

Include usage for e-books and e-media titles only, even if the title was purchased as part of a database. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation".

Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant.

If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).

Notes for Library Consortia

A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

The purpose of library consortia can include:

- Cost reduction through group purchasing
- Professional development for library staff
- Resource sharing (content, technology, expertise, and funding)
- Networking, information sharing, mass communication
- Building shared integrated library management and cataloging systems.

For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case.

Consortium Members Sharing ALL Resources

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established if certain criteria are met. Parent/child relationships can be established for institutions if: (1) the child institution is in the same institutional sector as the parent, and (2) the child institution is not set up to report its own academic libraries expenses or collections data. Once a parent/child relationship has been established, the parent institution will report all data for the child institution. Shared resources are to be reported at the system level. For example, if 20,000 e-book units were purchased by two institutions in a parent/child relationship to be shared, the parent institution will report 20,000 e-book units and not 40,000 e-book units. Institutions wishing to establish a parent/child relationship must contact the Help Desk. See the resource guide for more details on parent/child reporting.

Consortium Members Sharing PARTIAL Resources

In the case where individual library members of the consortia share PARTIAL resources and/or set up to report their own academic libraries expenses or collections data, they must do so for their individual institution. Please note the instructions below.

Reporting digital/electronic collection

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then your library should report the number of digital/electronic titles it has access to as part of its collection. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1200 e-books that are shared across all members of the consortium, then your library should count the 1200 titles as part of its e-book collection.

Reporting digital/electronic circulation or usage

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then count the number of digital/electronic usage for your library's e-books and e-media collection only. If the usage count for only your institution is not available from the e-service provider, you may allocate the total usage based on characteristics of the institutions in the consortia (e.g, based on percentage Full Time Equivalent students, based on percentage of consortial fees, etc.). Do not include counts from other members of the consortium.

Reporting ongoing expenses for electronic/digital materials or database purchased through a set annual consortium fee

Report them under 'All other operations and maintenance expenses'. Do not include under 'Ongoing commitments to subscriptions.'

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Section II: For degree-granting institutions with library expenses >= $100,000

Level of library expenses that determines applicability of Section II is based on the institution's response to the screening question.

Branch and Independent Libraries

Branch and independent libraries - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2015. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university. Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.

NOTE- For schools in parent/child relationships, do not report the child institutions as branch libraries. However, if the child institutions have branches, the parent institution should report the combined branch libraries for itself and child institutions.

Expenses

NOTE – expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2015. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. The exception is fringe benefits -- report fringe benefits only IF it's paid from the library budget. All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. Exclude expenses for new buildings and building renovation.

Total salaries and wages from the library budget – Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal Work-Study students' wage, from the library budget or all other institutional sources that are identifiable.

Staff fringe benefits– If benefits are paid from the library budget, select 'yes' and report the amount. If benefits are not paid from the library budget, select 'no' and report '0' for the amount.

Total amount of fringe benefits (if paid by library budget) – If fringe benefits are paid by the library budget, report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget.

Materials/Service Cost

One-time purchases of books, serial back-files, and other materials - Provide the cost of one-time purchases of books, serial backfiles, and other materials. Report expenses for published materials in all formats including archives and special collections, except current subscriptions to serials. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenses for database licenses only if it's not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses.

Ongoing commitments to subscriptions - Report expenses for ongoing subscriptions to serials in all formats, including duplicates, for all outlets. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Include annual electronic platform or access fees. Do not include subscription fees if it's part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog.

Other materials/service cost – Report additional materials/service costs that have not already been reported in this section. Other materials may include:

- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for the interlibrary loan can be separately counted. Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on campus delivery. Include fees expended for short-term loans as part of a patron-driven acquisition or demand-driven acquisition program.
- Other expenses for information resources. Report expenses such as those for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis)

Total materials/services cost calculated – This line will automatically be calculated for you.

Operations and Maintenance Expenses

Preservation services - Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g. digitization). Do not include staff salaries and wages.

All other operations and maintenance expenses - Report any other maintenance expenses that have not already been reported in this section. Include:

- Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks and consortia.
- All other operating expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment except computer hardware. Include any related maintenance costs.

Total operations and maintenance expenses - This line will automatically be calculated for you.

Total Expenses – This amount will be calculated for you. It is the sum of salaries and wages, fringe benefits, total materials/services, and total operations and maintenance.

Total Expenses (minus Fringe Benefits) – This amount will be calculated for you. It is total expenses minus fringe benefits. If fringe benefits was not paid out of the library budget, this line should be equal to Total Expenses.

Interlibrary Services

Total interlibrary loans and documents provided to other libraries – Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Do not include transactions between the main or central library and branches, or transactions between branches.

Total interlibrary loans and documents received – Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Exclude transactions between the main or central library and branches and transactions between branches.

Virtual reference services – Respond 'yes' or 'no' to the question about whether or not your library supports virtual reference services. Virtual reference services may be provided by email or the Web, and include information and referral services that take less than 20 minutes of a staff person's time.

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Term	Definition
Academic Library	An entity in a postsecondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers.
Access rights	Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as deliberately selecting a document, securing access rights and including it in the OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded.
Bibliographic utilities, networks and consortia	Services provided by national, regional, and local bibliographic utilities networks, and consortia.
Books	Books are non-serial printed publications (including music) that are hard or soft covers, or in loose-leaf format. Count the number of volumes of printed, typewritten, handwritten, photocopied, or processed work.
Branch and independent libraries	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 NCES identification numbers are reported as separate libraries.
Cartographic Material	Materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts)
Computer hardware and software operating expenses	These include expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenses for maintenance and the expense to run information services when it cannot be separated from the price of the product are also included in this category.
Database	Collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. Each database is counted individually even if access to several databases is supported through the same vendor interface.
Discovery system	A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries.
E-books	E-books are digital documents (including those digitized by the library), where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.
E-media	E-media materials are media materials that are in digital format and are available for download or streaming. Include digital graphic materials.
Fringe benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.
Graphic materials	Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures, radiographs, slides, and collections of such materials." [NISO Z39.7-2013, section 4.6]
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12);Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).
Interlibrary loan transactions	The numbers of filled requests for materials provided to other libraries or received by the library from another library. This includes originals and copies, and materials sent by electronic submission.
Library collections	Comprise of documents held locally and remote resources for which permanentor temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing rights and including it on the OPAC (online public access catalog) or other databases of the library.
Library Consortia	A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)
Library expenses	Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services.
Media materials	Units of all library materials that are displayed by visual projections or magnification or through sound reproduction, or both, including graphic materials, audio materials (include audio books), motion pictures, video materials, and special visual materials such as three-dimensional materials.
Microform	

	Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.
Non-Returnables	Materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.
Ongoing commitments to subscriptions	Ongoing subscriptions to serials in all formats. These are publications issued in successive parts, usually at regular intervals, and as a rule, are intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, memoirs, proceeding, and transactions of societies. Also include paid subscriptions for electronic journals and indexes/abstracts available via Internet, CD-ROM serials, and annual fees.
Preservation	Activities associated with maintain library and archival materials for use in their original form or some other usable way. Examples include rebinding, de-acidification, restoration, lamination, materials conservation and digitization.
Returnables	Materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.
Salaries and wages	Amounts paid as compensation for services to all employees - faculty, staff, part-time, full-time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).
Serial back-files	Previous issues of serial titles that libraries buy back (such as back issues of magazines).
Serial subscriptions	Publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.
Serial titles	Titles of serials collected.
Title	Use the ANSI/NISO Z39.7-2004 definition for title as follows: The designation of a separate bibliographic whole, whether issued in one or several parts. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Virtual reference service	Services provided by email or the Web and includes information and referral services that take less than 20 minutes of staff person's time.
Volume	Use the ANSI/NISO Z39.7-2013 definition for volume, which is as follows: A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Include print photographs, duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.

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Academic Libraries

Click one of the following questions to view the answer.

General Questions

1) What is a reporting relationship and what are the different ones available for the Academic Library component?

2) How are missing items treated in the collection?

3) Does circulation include check-outs and check-ins?

4) Do we count unlicensed databases such as library-created databases?

5) Why do you no longer request a title count for the physical book collection? This has been done for many years.

6) Are music sheets collected?

7) In-house circulation may include items that library personnel pick up from tables and carrels and are scanned as to being used. Do we include in-house use as circulation?

Reporting Branch and Independent Libraries

1) When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?

Reporting as a Consortium Member

1) How do we report digital/electronic circulation if access to the material is provided for all members as part of a consortium?

2) If we are asking libraries in consortia to report their collection, but part of that collection is shared, are we overstating the collection and double counting?

Reporting Digital/Electronic Collections

1) Where should VHS, CDs and DVDs of digital/electronic books or media be counted, with "digital/electronic" or "physical"?

2) How are purchased electronic journals counted?

3) How do we count electronic books available via e-book services such as the Ebook Library (EBL), Freading, or Overdrive?

4) How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?

5) If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?

6) For collections, do we count downloadables (e-books and media) that do not have records in our catalog but that we have access to?

7) How are electronic theses and dissertations counted?

8) Can I report open access (OA) titles as part of my collection?

Reporting Digital/Electronic Circulation

1) How do we count serial or journal circulation/usage in databases?

Reporting Expenses

1) Where do we report expenses for electronic journals and electronic indexing/abstracting services available on the Internet?

2) Where do we report consortial fees?

Answers:

General Questions

1) What is a reporting relationship and what are the different ones available for the Academic Library component?

Reporting relationships allow one institution to report data for other institutions in IPEDS. For the Academic Libraries component, institutions can establish either a "parent & child" relationship or a "main & branch" relationship. To determine which type of reporting relationship fits with your institution, please visit the resource page http://nces.ed.gov/ipeds/resource/download/AL_Reporting_Relationships.pdf.

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2) How are missing items treated in the collection?

Missing items are part of the collection.

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3) Does circulation include check-outs and check-ins?

Circulation includes check-outs and renewals, but not check-ins.

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4) Do we count unlicensed databases such as library-created databases?

No, only count licensed databases.

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5)

Why do you no longer request a title count for the physical book collection? This has been done for many years.

Beginning with the 2014-15, NCES requested a volume count only to simplify reporting. This change seemed logical in view of the recent focus on access rather than on ownership.

6) Are music sheets collected?

Bound volumes of music sheets are collected under the category of "Physical Books". Digital music sheets are not collected.

7) In-house circulation may include items that library personnel pick up from tables and carrels and are scanned as to being used. Do we include in-house use as circulation?

Do not include these types of in-house circulation with circulation or interlibrary lending.

Reporting Branch and Independent Libraries

1) When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?

Report at the system or administrative entity level. For example, if the library system has 3 branch libraries and access to 2,038 downloadable audio units at the system level, then it would report 2,038 and not 6,114 units.

Reporting as a Consortium Member

1) How do we report digital/electronic circulation if access to the material is provided for all members as part of a consortium?

If the circulation count for only your institution is not available from the e-service provider, report using whichever method you use locally to monitor circulation for your library. Do not include counts from other members of the consortium. A method for estimating usage for just your institution is to use the percentage of your institution's contribution to the total consortial fee. Another method is to use the percentage of institution's Full-Time Equivalent (FTE) student count to the consortia's total FTE student count.

2) If we are asking libraries in consortia to report their collection, but part of that collection is shared, are we overstating the collection and double counting?

The Academic Libraries component of IPEDS was integrated from the previous Academic Libraries Survey (ALS). The ALS Advisory Committee, which comprised of practitioners and academics, agreed with this method for reporting collections from consortia because it is more important to get accurate total access counts than total collection counts.

Reporting Digital/Electronic Collections

1) Where should VHS, CDs and DVDs of digital/electronic books or media be counted, with "digital/electronic" or "physical"?

VHS, CDs and DVDs of digital/electronic books or media should be counted under "physical media".

2) How are purchased electronic journals counted?

Electronic journals will not be included in the collection count. However, expenses for electronic journal *subscriptions* should be reported under 'Ongoing commitments to subscriptions'.

3) How do we count electronic books available via e-book services such as the Ebook Library (EBL), Freading, or Overdrive?

Report each title owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.

4) How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?

Report titles of the media if it is owned or leased by the library if the titles are cataloged and/or searchable through the library catalog or discovery system.

5) If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?

Count all formats as one title. For example, count an e-book title that is available via epub, PDF, or Kindle formats as one title.

6) For collections, do we count downloadables (e-books and media) that do not have records in our catalog but that we have access to?

Count only downloadables that you have access to that are in your library's catalog or discovery system.

7) How are electronic theses and dissertations counted?

Theses and dissertations in electronic format can be included under "digital/electronic books", providing it is part of the library's collection (see definition of collection). Report the titles.

8) Can I report open access (OA) titles as part of my collection?

OA titles may be included if the individual titles are searchable through the library's catalog or discovery system.

Reporting Digital/Electronic Circulation

1) How do we count serial or journal circulation/usage in databases?

IPEDS does not collect the circulation/usage of electronic journals or serials. Please do not include.

Reporting Expenses

1) Where do we report expenses for electronic journals and electronic indexing/abstracting services available on the Internet?

Report electronic journal and indexing/abstracting service expenses with 'Ongoing commitments to subscriptions' if they require an annual fee. If not, report electronic journal expenses under 'One-time purchases of books, serial backfiles, and other materials' and electronic indexing/abstracting services under 'Other materials/service costs'.

2) Where do we report consortial fees?

Report this amount under "All other operations and maintenance expenses". Include expenses for database licenses, serial subscription fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under "Ongoing commitment to subscriptions" or "One-time purchases" expenses.

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Academic Libraries

Edit specifications for the 2015-16 IPEDS Web-Based Data Collection
Academic Libraries (AL) Component
Applicable to degree-granting institutions that indicated in IC Header component that they have library expenses

NOTE: The specifications in this document apply to all institutions completing the IPEDS Academic Libraries component. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Screening Question
Section 1 - Library Collections/Circulation
Section 2 - Expenses and Interlibrary Services

Screening Question
On this screen, you must answer the following questions:

- Were your total library expenses for Fiscal Year 2015:
  - Less than $100,000
  - Equal to or greater than $100,000
- Is the library collection entirely electronic?
  - No
  - Yes

Section 1 - Library Collections/Circulation
Digital/Electronic Only
Applicable to institutions that answered 'Yes' to the screening question
On this screen, you must provide the total number of Digital/Electronic **E-Books**, **Databases**, and **Media** resources in your library collection for fiscal year 2015. This should be the number held at the end of the fiscal year. A total amount will be calculated upon saving the screen.
Next, enter the total number of times Digital/Electronic units are checked out from the general and reserve collections (**Library Circulation**). Prior year amounts are displayed for your reference.
The system will perform the following edit on the data entered:

- A value must be entered for each field.

Physical and Digital/Electronic
Applicable to institutions that answered 'No' to the screening question
On this screen, you must provide the total number of Physical **Books** and **Media** and Digital/Electronic **Books**, **Databases**, and **Media** resources in your library collection for fiscal year 2015. This should be the number held at the end of the fiscal year. Total amounts will be calculated upon saving the screen.
Next, enter the total number of times Physical items and Digital/Electronic units are checked out from the general and reserve collections (**Library Circulation**). Prior year amounts are displayed for your reference.
The system will perform the following edit on the data entered:

- A value must be entered for each field.

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Section 2 - Expenses and Interlibrary Services
Applicable to institutions that reported greater than $100,000 in library expenses in the IC Header survey
Branch and Independent Libraries
On this screen, you must first **indicate the number of branch and independent libraries** (exclude the main or central library).
Expenses
First, enter the **Total Salaries and Wages** expense amount for fiscal year 2015.

Second, you must choose **No** or **Yes** to indicate whether staff fringe benefits are paid out of the library budget. If **Yes** is selected, you must provide a **Fringe Benefits** amount.
Next, you must provide amounts for each of the following expenses:
Materials/services cost

- One-time purchases of books, serial backfiles, and other materials
- Ongoing commitments to subscriptions
- Other materials/service cost

Operations and maintenance expenses

- Preservation services
- All other operations and maintenance expenses

Upon saving the screen, the system uses the above values to calculate subtotals for Total materials/services expenses and Total operations and maintenance expenses, as well as the calculated **Total Expenses**. Prior year amounts are displayed for your reference.
The system will perform the following edits on the data entered:

- A value must be entered for **Total Salaries and Wages**.
- If you selected **Yes** to indicate that fringe benefits are paid out of the library budget, then you must enter a value greater than 0 for **Total Fringe benefits**.
- If you selected **No** to indicate that fringe benefits are not paid out of the library budget, then **Total Fringe benefits** must be 0.
- A value must be entered for **One-time purchases of books, serial backfiles, or other materials**.
- A value must be entered for **Ongoing commitments to subscriptions**.
- A value must be entered for **All other materials/service costs**.
- A value must be entered for **Preservation services**.
- A value must be entered for **All other operations and maintenance expenses**.
- The amount entered for **Total expenses** is expected to be greater than $100,000

Interlibrary Services
First, provide the number of filled requests for each of the following services:

- Total interlibrary loans and documents provided to other libraries
- Total interlibrary loans and documents received

Next, you must choose **No** or **Yes** to indicate whether or not your library supports virtual reference services.

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