

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 expenditures, and library services for libraries in degree-granting postsecondary institutions.

Recent changes

The Academic Libraries survey component is new to IPEDS for the 2014-15 collection cycle. The Academic Libraries component for IPEDS replaced the previous Academic Libraries Survey, which was collected from degree-granting postsecondary institutions every other year in odd-numbered years. The new Academic Libraries component is mandatory and will be collected annually in the spring starting with the 2014-15 data collection cycle. Visit the [Academic Libraries Resource](#) page for more information on reporting changes.

Data Reporting Reminders

Report all data for fiscal year (FY) 2014. Fiscal year 2014 is defined as the most recent 12-month period that ends before October 1, 2014, that corresponds to the institution's fiscal year.

Coverage:

A screening question in the Institutional Characteristics (IC) Header component determines the institutional level of reporting for degree-granting institutions on the Academic Libraries component. If the total library expenditures = 0, the institution will not submit the Academic Libraries component. If annual total library expenditures are > 0, the institution will submit Section I of the Academic Libraries component. Institutions with total library expenditures >\$100,000 will report additional expenditures and interlibrary services information in Section II of the Academic Libraries component.

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

Is the library collection entirely electronic?

Yes

No

Library Collections/Circulation

Section I:

**For all degree-granting institutions with
library expenditures >0 as reported on IC Header**

**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 2014.**

Library Collections	Physical	Digital/Electronic
Books	<input type="text"/>	<input type="text"/>
Databases	<input type="text"/>	<input type="text"/>
Media	<input type="text"/>	<input type="text"/>
Total		
Library Circulation	<input type="text"/>	<input type="text"/>

Expenditures and Interlibrary Services

Section II:
For degree-granting institutions with library expenditures > \$100,000 as reported in IC Header
Library expenditures should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2014.

? Indicate the number of **branch and independent libraries** (exclude the main or central library).

? **Expenditures** **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 expenditures

One-time purchases of books, serial backfiles, and other materials

Ongoing commitments to subscriptions

All other materials/service cost

Total materials/services expenditures

Operations and maintenance expenditures

Preservation services

All other operations and maintenance expenditures

Total operations and maintenance expenditures

Total Expenditures

Total Expenditures (as reported in IC Header)

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?

Yes No

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

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Section I: for degree granting institutions with library expenditures >0

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Purpose of Component

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

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Changes In Reporting

The Academic Libraries survey component is new to IPEDS for the 2014-15 collection cycle. The Academic Libraries component for IPEDS replaced the previous Academic Libraries Survey, which was collected from degree-granting postsecondary institutions every other year in even-numbered years. The new Academic Libraries component is mandatory and will be collected annually in the spring starting with the 2014-15 data collection cycle. Visit the [Academic Libraries Resource](#) page for more information on reporting changes.

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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, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ITEMS BLANK. Include data for the main or central academic library and all branch and independent libraries that were open all or part of fiscal year 2014.

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Reporting Period Covered

Report all data for fiscal year (FY) 2014. Fiscal year 2014 is defined as the most recent 12-month period that ends before October 1, 2014, 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

A screening question in the Institutional Characteristics (IC) Header survey component determines the institutional level of reporting for degree-granting institutions on the Academic Libraries component. If the total library expenditures = 0, the institution will not submit the Academic Libraries component. If annual total library expenditures are > 0, the institution will submit Section I of the Academic Libraries component. Institutions with total library expenditures > \$100,000 will report additional expenditures and interlibrary services information in Section II of the Academic Libraries component.

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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

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 expenditures > \$0, as reported on IC Header

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 2014.

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 OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded. Do not include links to internet resources for which the library had not secured access rights by legal agreements (e.g. legal deposit right), license or other contractual and/or co-operative agreements. Free internet resources that have been cataloged by the library in its OPAC or a database are not included.

Library Collections/Circulation

Physical Books (include government documents and serial backfiles) - Report the number of volumes using the ANSI/NISO Z39.7-2004 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 total units 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, and **graphic materials**. Include duplicates. 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. Do not include microforms.

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 and reserve collections. Include both initial transactions and renewals. Include only interlibrary loan transactions where items are borrowed for users. 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 the number of e-book units in your collection. **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 non-serial government documents. 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.

Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Do not include e-books that are available as part of a database. To determine whether e-books available through a vendor count as one database or as individual units of e-books, follow the general rule—if the item is purchased as a package of titles with no selection on the part of the library or the library consortia, count as a database and do not include usage in circulation.

Units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase are based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". Unlimited simultaneous use: units of acquisition or purchase are based on the number of titles acquired. For example, if a library acquires a collection of 100 titles with unlimited simultaneous users, then that collection would be counted as 100 "units".

Digital/Electronic Databases - Report the total number of licensed digital/electronic databases in your collection. 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.

Digital/Electronic Media - Report the total units of downloadable [media materials](#) featuring video, graphics, or sound, including streaming media and [graphic materials](#) that the library has selected as part of its collection. Do not include microforms. Do not count image databases (ARTStor, AP Photo Archives) in this category--count as databases.

Units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase are based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". Unlimited simultaneous use: units of acquisition or purchase are based on the number of titles acquired. For example, if a library acquires a collection of 100 titles with unlimited simultaneous users, then that collection would be counted as 100 "units".

Total Digital/Electronic Collection - This line will automatically be calculated for you.

Total Digital/Electronic Circulation - Report the total number of times digital/electronic units are checked out from the general and reserve collections. Include both initial transactions and renewals. Include transactions for units of digital/electronic books and media. Do not count transactions of digital/electronic databases. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation".

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 expenditures 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, the parent institution will report 20,000 e-book units and not 40,000 e-book units.

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 expenditures 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 units 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 electronic book units that are shared across all members of the consortium, then your library should count the 1200 units as part of its e-book collection or as 1 unit as part of its database collection.

To determine whether the common e-service counts as one database or as individual units in a digital/electronic collection, follow the general rule—if the service is purchased as a package of titles with no selection on the part of the library or the library consortia, count as a database and do not include usage in circulation.

Reporting digital/electronic circulation

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 circulation for your library's books and media collection only. Do not include circulation of databases. To determine whether the common e-service counts as one database or as individual units in a collection, follow the general rule above for reporting digital/electronic collections. 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.

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

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

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Section II: For degree-granting institutions with library expenditures >= \$100,000 as reported in IC Header

Level of library expenditures that determines applicability of Section II is based on the institution's response to the screening question on the Institutional Characteristics Header survey component.

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 2014. 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.

Expenditures

NOTE - Expenditures should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2014. 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. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. *Exclude* expenditures 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. Include student assistant wage and Federal Work-Study students' wage if they were included as part of the library budget.

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 provided by your institution for all regular staff.

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 expenditures 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 expenditures for database licenses only if it's not a subscription or part of an annual consortium fee. Do not include expenditures for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenditures.

Ongoing commitments to subscriptions - Report expenditures 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 expenditures related to transactions between the main or central library and branches, transactions between branches, or expenditures 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 expenditures for information resources. Report expenditures 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 Expenditures

Preservation services - Report expenditures 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 expenditures - Report any other maintenance expenditures that have not already been reported in this section. Include:

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

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

Total Expenditures - This amount will be calculated for you and compared to the total expenditures reported in the IC Header component. If the two values differ too much, an error will be generated and you will need to provide an explanation.

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 <u>volumes</u> 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.
Computer hardware and software operating expenditures	These include expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenditures for maintenance and the expenditure 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.
E-books	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 non-serial government documents. 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.
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	Materials for viewing without sound. The material may or may not be projected or magnified. This includes art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the <u>NCES</u> , began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> 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 <u>data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position (EAP)</u> , <u>Fall Staff (S)</u> , and <u>Salaries (SA)</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GRS)</u> ; <u>Finance (F)</u> ; and <u>Student Financial Aid (SFA)</u> .
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 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 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 expenditures	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.
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 Z39.7-2004 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.

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 in Library Collections? This has been done for many years.
- 6) Do we include the count of electronic government documents, which are free?
- 7) Are music sheets collected?
- 8) If interlibrary loan transactions are included under "Physical circulation", is this a duplication of data reported under "interlibrary services"?
- 9) 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 'unit'?
- 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?

Reporting Digital/Electronic Circulation

- 1) What does "checked out" refer to in the count of electronic/digital circulation?
- 2) For circulation counts, do we count downloadables (e-books and media) that do not have records in our catalog but that we have access to?
- 3) How do we count database circulation?
- 4) How do I count circulation of e-books?

Reporting Expenditures

- 1) What if our fiscal year (FY) ends close to the October 1 deadline and we cannot provide an accurate amount of library expenditures in the IC Header component?
- 2) Where do we report expenditures for electronic journals and electronic indexing/abstracting services available on the Internet?
- 3) 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 in Library Collections? This has been done for many years.

The 2014-15 form requests a volume count only to simplify reporting. This change seemed logical in view of the recent focus on access rather than on ownership. Also, the Association of Research Libraries (ARL) has requested only a volume count from its members for many years.

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6) Do we include the count of electronic government documents, which are free?

IPEDS instructions state "Free internet resources that have been cataloged by the library in its OPAC or other database are not included." Since the electronic government documents are free, do not include them in the collection count.

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7) Are music sheets collected?

Bound volumes of music sheets are collected under the category of "Physical Books".

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8) If interlibrary loan transactions are included under "Physical circulation", is this a duplication of data reported under "interlibrary services"?

There may be some duplication but the intents of the two data elements are different. "Total Physical Circulation" is a measure of how much the collection is lent out to users while "Total interlibrary loans and documents provided to other libraries" is a measure of how much is lent out to other libraries. The latter can be considered a subset of the former.

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9) 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. Interlibrary loan transactions where items are borrowed for users can be included with circulation.

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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 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.

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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.

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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.

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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". Refer to the instructions for further clarifications on what constitutes a "unit".

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2) How are purchased electronic journals counted?

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

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

First, determine whether your library 'deliberately select[s]' an item to be placed into its collection. Your library is considered to have 'deliberately select' an item even if you are part of a consortium of libraries and another member of the consortium selects the items for the entire consortium. If the selection process occurs, then count the number of 'digital/electronic book units' according to the definition of 'units' for that particular material. If the selection process does not occur, then count the e-book service as 1 database. For example, if your library attains access to 5,000 e-books through Freeding and the titles were not selected by the library, then you would report 1 digital/electronic database and not 5,000 digital/electronic books.

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

Use the general rule—if the streaming video is purchased as a package of titles with no selection on the part of the library or the library consortia, count as a database and do not include usage in circulation. If the selection process occurs, then count each title available as "Media unit" and include usage in circulation. Refer to the instruction's definition of digital/electronic media "unit".

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

Count all formats as 1 unit if the finite number of simultaneous users is limited to 1. For example, if an e-book can be downloaded via epub, PDF, or Kindle formats but becomes unavailable or 'checked out' once 1 format has been selected, then count that e-book as 1 unit instead of 3 in the collection. If each format is available to an unlimited number of simultaneous users, still count all formats as 1 unit.

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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?

No, count only downloadables that you have access to that are in your library's OPAC (online public access catalog). Note, if the downloadable is part of a collection provided by an e-service vendor, it may be counted as one database instead of multiple units of e-books or media. See the question about counting electronic books available via e-book services to determine whether the downloadable should be counted as part of a database.

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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).

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Reporting Digital/Electronic Circulation

1) What does "checked out" refer to in the count of electronic/digital circulation?

"Checked out" refers to the charge out of a digital/electronic book or media for use outside of the library, typically counted by the number of downloads. One "checkout" occurs every time the item is downloaded by a user.

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

No, count circulation of downloadables that you have access to that are in your library's OPAC (online public access catalog) and that are NOT part of a database. The downloadable is considered to be part of a database if your library did not 'deliberately select' the item to be placed into its collection. The AL component currently does not collect circulation counts for items in databases.

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3) How do we count database circulation?

IPEDS does not collect the circulation in databases, only of e-book and media units.

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4) How do I count circulation of e-books?

Count the total number of times a digital/electronic e-book unit is checked out from the general and reserve collections. Include both initial transactions and renewals. Do not count transactions of digital/electronic e-books in databases. Use the general rule for determining whether a unit should be included in e-books or databases. "Checked out" refers to the charge out of a digital/electronic book for use outside of the library, typically counted by the number of downloads. One "checkout" occurs every time the item is downloaded or accessed by a user. If download data is not available, institutions may use whichever method used locally to monitor circulation (e.g., sessions). The circulation of e-books on CDs or DVDs are reported under "physical circulation" and not "digital/electronic circulation".

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Reporting Expenditures

1) What if our fiscal year (FY) ends close to the October 1 deadline and we cannot provide an accurate amount of library expenditures in the *IC Header* component?

Please put the best estimate of your library expenditures for this FY using totals from the previous year plus projected changes.

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

Report electronic journal and indexing/abstracting service expenditures 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'.

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3) Where do we report consortial fees?

Report this amount under "All other operations and maintenance expenditures". Include expenditures 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" expenditures.

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Academic Libraries

Edit specifications for the 2014-15 IPEDS Web-Based Data Collection

Academic Libraries (AL) Component

Applicable to degree-granting institutions that indicated in IC Header component that they have library expenditures

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 - Expenditures and Interlibrary Services

Screening Question

On this screen, you must choose **Yes** or **No** to indicate whether the library collection is entirely electronic.

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 2014. 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**).

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 2014. 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**).

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 - Expenditures and Interlibrary Services

Applicable to institutions that reported greater than \$100,000 in library expenditures 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).

Expenditures

First, enter the **Total Salaries and Wages** expenditure amount for fiscal year 2014.

Second, you must choose **Yes** or **No** 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 expenditures:

Materials/services cost

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

Operations and maintenance expenditures

- Preservation services
- All other operations and maintenance expenditures

Upon saving the screen, the system uses the above values to calculate subtotals for Total materials/services expenditures and Total operations and maintenance expenditures, as well as the calculated **Total Expenditures**. The Total Expenditures value, as reported in the IC Header survey, is preloaded 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 expenditures**.
- The amount entered for **Total expenditures** is expected to be greater than \$100,000.
- The amount entered for **Total expenditures** is expected to be within a 20% range of the **Total expenditures (as reported in IC Header)**.

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 **Yes** or **No** to indicate whether or not your library supports virtual reference services.

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