

IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: P1278201

Academic Libraries 2022-23

Institution: Pikes Peak State College (127820)

User ID: P1278201

Overview

Academic Libraries Overview

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

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.
- Report all data for fiscal year (FY) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

There are no changes to this survey component.

Coverage

Include data for the main or central academic library and all branch and independent libraries that were open all or part of the Fiscal Year 2022. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- To access your prior year data submission for this component: [Reported Data](#)
- For more information about the previous survey: [Academic Libraries Survey](#).

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Screening Questions

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2022:

- Less than \$100,000 Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No Yes

Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

Section I: For all degree-granting institutions with library expenses >0 and/or access to a library collection

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END of Fiscal Year 2022.

Library Collections	Physical			Digital/Electronic		Total
		Prior Year Amount			Prior Year Amount	
Books	11,739	13,468	<input checked="" type="checkbox"/>	306,879	234,849	
Databases				42	41	
Media	2,014	2,098		25,793	30,886	
Serials	0	0	<input checked="" type="checkbox"/>	102,738	0	
Total	13,753	15,566		<input checked="" type="checkbox"/> 435,452	265,776	449,205

<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	3,560	2,471		134,547	141,122	138,107
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Does your institution have Interlibrary Loan Services ?

- No
- Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	203	267
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 160	76

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	3.00	3.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	3.00	3.00
Student Assistants	<input checked="" type="checkbox"/> 1.63	5.00
Total	7.63	11.00

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

eSerial titles and circulation stats were pulled from databases using the Counter 5 release with metric type eSerials (not available in previous years). Although the library had a total of 14 Federal Work-Study students during FY22, most worked less than their approved hours (which would have given us 5.25 FTE rather than 1.63). The library is still significantly understaffed, missing a director since 2020 and the minimum three FTEs at each campus.

Expenses

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

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2022.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		1
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		312,039 277,564
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits <input checked="" type="checkbox"/> 48 47,427
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		5,860
<u>Ongoing commitments to subscriptions</u>		116,414
All other materials/services costs		906
Total materials/services expenses		123,180 126,903
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		11,905
Total operations and maintenance expenses		11,905 13,891
Total Expenses		447,172 465,785
Total Expenses (minus Fringe Benefits)		447,124 418,358

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

While it appears that salaries and wages have increased, last year's report did not account for student worker wages. Instructions for total salaries and wages say to include Federal Work-Study wages for student workers. Most staff fringe benefits do not come from the library budget, they are part of the employee package. However, costs for travel between campuses is still counted as fringe benefits out of the library budget. Other materials and services costs were lower due to pre-paid copyright fees, reduced document delivery/ILL service, and exclusion of branch transactions.

Institution: Pikes Peak State College (127820)

User ID: P1278201

Prepared by

Prepared by

Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact	<input type="radio"/>	Other

Name:

Email:

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="17.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.50"/> hours	<input type="text" value="0.50"/> hours
Other offices	<input type="text" value="4.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours

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Summary

Academic Libraries Component Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2023.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	11,739	306,879
Databases		42
Media	2,014	25,793
Serials	0	102,738
Total Collection	13,753	435,452
Total Circulation	3,560	134,547

Expenses	Amount
Salaries and wages	\$312,039
Fringe benefits	\$48
Materials/services expenses	\$123,180
Operations and maintenance expenses	\$11,905
Total expenses	\$447,172

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You indicated that your institution has Library Staff in the Academic Libraries Component but entered 0 for Total Librarian Media and Collection Specialist 25-4020 in the Human Resources Component. Please correct your data or explain. (Error #15808)	Explanation	Yes	
Reason	The IPEDS instructions and NISO 39.7-2013, section 3.4 defines professional staff as: "Staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship; also, in some libraries, staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (archives, preservation or conservation, computer sciences, business administration, education)."			
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (3,560) is outside the expected range of between 1,730 and 3,212 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The number of in-person students has increased, therefore the number of people using library materials has also increased.			
Screen Entry	The number entered (306,879) is outside the expected range of between 164,395 and 305,303 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The instructions say to include open access titles if the titles are searchable through the catalog or discovery system. We believe previous reporting did not include OA.			
Screen Entry	The calculated value (435,452) is outside the expected range of between 186,044 and 345,508 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Previous reports did not include eSerials, this additional data significantly impacted the total number of digital/electronic resources.			
Screen Entry	The number entered (160) is outside the expected range of between 54 and 98 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	More students equates to more ILLS requested by our students. We also believe the reduction of our physical book collection increased the number of requests for ILLs.			
Screen Entry	The prior year value for the institution was 0. The current year value is (102,738). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason	eSerial titles and circulation numbers were pulled from databases using Counter Release 5 with metric type eSerials, a report process not previously available.			
Screen Entry	The Student Assistants(1.63) is outside the expected range compared to Student Assistants reported in the prior year(5.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	The library had a total of 14 Federal Work-Study students during FY22. Although many were approved for up to 20 hours per week, most of them worked less than 15 hours per week and some only worked a few weeks out of the year. The total number of hours worked by student workers in FY 22 was 3,254.95 hours. That number was divided by the 50 weeks available for student work, then divided by 40, the number of hours per week to be considered full time at the institution. Had all 14 student workers actually worked the full amount of approved time, there would have been an increase (to 5.25) rather than a decrease. We believe past reports reflected approved time not actual time; this correction allows this reported number to correspond with reported paid salaries.			
Screen: Expenses				
Screen Entry	The number entered (48) is outside the expected range of between 37,942 and 56,912 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The main employee fringe benefits packages are through external departments, not from the library budget. The library budget does include travel expenses between campuses for daily operations and college events only (conferences and professional development are accounted for in the operations and maintenance expenses per IPEDS instruction).			