IPEDS **2023-24 Data Collection System**

Academic Libraries 2023-24

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) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Resources:

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

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

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Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2023:**

○   Less than $100,000   ◉   Greater than or equal to $100,000

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

◉   No   ○   Yes

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

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

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END of Fiscal Year 2023.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	11,684	11,739	281,303	306,879	
Databases			☑ 132	42	
Media	1,474	2,014		25,793	
Serials	0	0		102,738	
Total	**13,158**	**13,753**	☑ **281,435**	**435,452**	**294,593**

	Physical		Digital/Electronic		Total
ⓘ Library Circulation	3,710	3,560	☑ 50,303	134,547	**54,013**

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	☑	286	203
Total interlibrary loans and documents received	☑	49	160

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians	☑	2.00	3.00
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		3.00	3.00
Student Assistants	☑	31.00	1.63
Total		☑ **36.00**	7.63

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

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Expenses

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

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2023.

			Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**		1	1

ⓘ **Expenses**		**Amount**	
Total salaries and wages for the library staff	☑	248,045	312,039

Are staff fringe benefits paid out of the library budget?			
○ No			
⦿ Yes	**Total Fringe benefits** ☑	95,859	48

Materials/services expenses

One-time purchases of books, serial back-files, and other materials		5,953	5,860
Ongoing commitments to subscriptions		15,880	116,414
All other materials/services costs		16,070	906
Total materials/services expenses	☑	**37,903**	123,180

Operations and maintenance expenses

Preservation services		0	0
All other operations and maintenance expenses		0	11,905
Total operations and maintenance expenses	☑	**0**	11,905

Total Expenses		**381,807**	447,172
Total Expenses (minus Fringe Benefits)		**285,948**	447,124

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

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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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other
Name:	Lincoln Wulf				
Email:	lincoln.wulf@pikespeak.edu				

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

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Summary

Academic Libraries Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	11,684	281,303
Databases		132
Media	1,474	
Serials	0	
Total	13,158	281,435
Library Circulation	3,710	50,303

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 286 Total interlibrary loans and documents received : 49
Library Staff	Librarians : 2.00 Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 3.00 Student Assistants : 31.00

Expenses	Amount
Branch and independent libraries	1
Salaries and wages	248,045
Fringe benefits	95,859
Total materials/services expenses	37,903
Total operations and maintenance expenses	0
Total Expenses	381,807

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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 person we did have left and we are hiring and onboarding new staff for this and will have staff for this in the coming month			
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (132) is outside the expected range of between 30 and 54 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	With the lack of staffing we increased the databases for student usage			
Screen Entry	The calculated value (281,435) is outside the expected range of between 304,817 and 566,087 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We are starting a new phase in the library and getting rid of old and will be replacing with new. until then there is an increase in digital forms of resources available to students			
Screen Entry	The number entered (50,303) is outside the expected range of between 94,183 and 174,911 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	the number changed again to to staffing issues we no longer have a reference librarian and were unable to locate /gain access to the software that housed the serials.			
Screen Entry	The number entered (286) is outside the expected range of between 143 and 263 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 number entered (49) is outside the expected range of between 112 and 208 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The decrease in the need from other libraries to do ILLs is the reason for the decrease in the number of loans to us and documentation that goes with it.			
Screen Entry	The Librarians(2.00) is outside the expected range compared to Librarians reported in the prior year(3.00). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	The reference librarian quit leaving us with just 2 librarians until we can fill that position again which will be this month April 8 is when the new lead reference librarian will start but for purpose of this survey we have been with just two librarians.			
Screen Entry	The Student Assistants(31.00) is outside the expected range compared to Student Assistants reported in the prior year(1.63). Please correct your data or explain. (Error #15815)	Explanation	Yes	

Reason	The library had a total of 31 Federal work-study students during 23-24 school years. We lost a lot of full time staff and to make up the difference until we can hire more we hired more student workers to cover for hours lost.			
Screen Entry	The Total(36.00) is outside the expected range compared to Total reported in the prior year(7.63). Please correct your data or explain. (Error #15816)	Explanation	Yes	
Reason	Reduction of full time staff and an increase in student staff is the reason for the difference			

Screen: Expenses

Screen Entry	The number entered (248,045) is outside the expected range of between 249,632 and 374,446 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	the reduction in staff is the reason for the decrease in budget			
Screen Entry	The number entered (95,859) is outside the expected range of between 39 and 57 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year was a miscalculation. They failed to include health benefits for employees etc. This is the correct number for all current employees.			
Screen Entry	The calculated value (37,903) is outside the expected range of between 92,385 and 153,975 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	reduction in staff is the reason for the number being low this year.			
Screen Entry	The calculated value (0) is outside the expected range of between 7,739 and 16,071 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Book binding was unnecessary as we were getting rid of old collections and purchasing newer items to keep up with accreditation. So there was no spending this year for book binding preservation items.			