IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027
User ID: P1812151

Academic Libraries 2024-25

Institution: University of Nebraska at Kearney (181215)   User ID: P1812151

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) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:

No changes for the 2024-25 data collection period.

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 2024. 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

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2024:**

○ Less than $100,000

◉ Greater than or equal to $100,000

Is the <u>library collection</u> 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 2024.

Library Collections	Physical		Prior Year Amount	Digital/Electronic		Prior Year Amount	Total
Books		225,278	223,386		842,212	874,602	
Databases					235	247	
Media	☑	4,835	44,642		92,047	100,582	
Serials	☑	8,197	4,551	☑	103,919	77,130	
Total		**238,310**	**272,579**		**1,038,413**	**1,052,561**	**1,276,723**

ⓘ Library Circulation		3,984	4,433		195,758	189,678	**199,742**

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	780	756
Total interlibrary loans and documents received	1,179	1,634

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		9.00	7.00
Other Professional Staff		5.00	5.00
All Other Paid Staff (Except Student Assistants)		7.00	10.00
Student Assistants	☑	5.25	3.90
Total		**26.25**	25.90

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

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, 2024.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	1,347,503	1,320,417

Are staff fringe benefits paid out of the library budget?		
◯ No		
◉ Yes **Total Fringe benefits**	402,801	377,648

Materials/services expenses

	Amount	Prior Year
One-time purchases of books, serial back-files, and other materials	13,562	40,164
Ongoing commitments to subscriptions	1,226,955	1,341,267
All other materials/services costs	6,277	42,809
Total materials/services expenses	**1,246,794**	1,424,240

Operations and maintenance expenses

	Amount	Prior Year
Preservation services	0	0
All other operations and maintenance expenses	256,139	284,580
Total operations and maintenance expenses	**256,139**	284,580

	Amount	Prior Year
Total Expenses	**3,253,237**	3,406,885
Total Expenses (minus Fringe Benefits)	**2,850,436**	3,029,237

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

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:	W. Scott Heath
Email:	heathws@unk.edu

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

10.00	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	10.00 hours	0.75 hours	1.00 hours	1.00 hours
Other offices	1.00 hours	1.00 hours	1.00 hours	1.00 hours

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 2025.

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	225,278	842,212
Databases		235
Media	4,835	92,047
Serials	8,197	103,919
Total	238,310	1,038,413
Library Circulation	3,984	195,758

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 780
	Total interlibrary loans and documents received : 1179
Library Staff	Librarians : 9.00
	Other Professional Staff : 5.00
	All Other Paid Staff (Except Student Assistants) : 7.00
	Student Assistants : 5.25

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	1,347,503
Fringe benefits	402,801
Total materials/services expenses	1,246,794
Total operations and maintenance expenses	256,139
Total Expenses	3,253,237

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The Student Assistants(5.25) is outside the expected range compared to Student Assistants reported in the prior year(3.90). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	During the semester, we expanded our open hours, especially on the weekend and in the evening. This necessitated the hiring of additional student workers.			
Screen Entry	The number entered (4,835) is outside the expected range of between 31,250 and 58,034 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year's collection weeding project removed a substantial number of extraneous media materials such as microfiche and maps, which were counted individually.			
Screen Entry	The number entered (8,197) is outside the expected range of between 3,186 and 5,916 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Following on last year's collection weeding project, we have more accurate counts of our physical serial holdings.			
Screen Entry	The number entered (103,919) is outside the expected range of between 53,991 and 100,269 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	As part of last year's collection weeding project, we replaced a large number of our physical serials collection with electronic versions whenever possible.			