IPEDS **2022-23 Data Collection System**

Academic Libraries 2022-23

Institution: Florida Agricultural and Mechanical University (133650)   User ID: P1336501

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**.

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Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2022:**

○   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 2022.

Library Collections	Physical		Digital/Electronic			Total
		Prior Year Amount			Prior Year Amount	
Books	779,191	1,020,162	☑ 1,680,715		475,651	
Databases			437		418	
Media	☑ 15,164	225,717	☑ 27,258		18,045	
Serials	☑ 116,967	184,853	☑ 126,578		821,789	
Total	☑ **911,322**	1,430,732	☑ **1,834,988**		1,315,903	**2,746,310**

🛈 Library Circulation	14,769	14,885	85,313		85,231	**100,082**

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	871	1,065
Total interlibrary loans and documents received	463	534

Does your institution have Library Staff?

◯ No

◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	12.00	10.00
Other Professional Staff	4.00	4.00
All Other Paid Staff (Except Student Assistants)	23.00	26.00
Student Assistants	5.00	5.00
Total	**44.00**	45.00

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

Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.

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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, 2022.

		Prior Year Amount
❶ **Indicate the number of branch and independent libraries (exclude the main or central library).**	5	5

❶ **Expenses**	**Amount**	
Total salaries and wages for the library staff	1,714,942	1,876,795

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes **Total Fringe benefits**	699,552	802,145

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	139,353	
Ongoing commitments to subscriptions	2,422,362	
All other materials/services costs	84,909	
Total materials/services expenses	**2,646,624**	2,795,292

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	194,232	
Total operations and maintenance expenses	**194,232**	177,131

Total Expenses	**5,255,350**	5,651,363
Total Expenses (minus Fringe Benefits)	**4,555,798**	4,849,218

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:	Ernestine Holmes				
Email:	ernestine.holmes@famu.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
7.00   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	12.00 hours	hours	3.00 hours	1.00 hours
Other offices	hours	hours	hours	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	779,191	1,680,715
Databases		437
Media	15,164	27,258
Serials	116,967	126,578
Total Collection	911,322	1,834,988
Total Circulation	14,769	85,313

Expenses	Amount
Salaries and wages	$1,714,942
Fringe benefits	$699,552
Materials/services expenses	$2,646,624
Operations and maintenance expenses	$194,232
Total expenses	$5,255,350

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (15,164) is outside the expected range of between 158,002 and 293,432 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The calculated value (911,322) is outside the expected range of between 1,001,513 and 1,859,951 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The number entered (1,680,715) is outside the expected range of between 332,956 and 618,346 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The number entered (27,258) is outside the expected range of between 12,632 and 23,458 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The calculated value (1,834,988) is outside the expected range of between 921,133 and 1,710,673 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The number entered (116,967) is outside the expected range of between 129,398 and 240,308 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The number entered (126,578) is outside the expected range of between 575,253 and 1,068,325 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: IPEDS-ACRL, Physical Inventory, E Inventory, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			