

IPEDS 2023-24 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.32 : Approval Expires 8/31/2025
User ID: P1336506

Academic Libraries 2023-24

Institution: Florida Agricultural and Mechanical University (133650)

User ID: P1336506

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

1 Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2023:

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

Is the library collection 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	657,517	779,191	1,647,097	1,680,715	
Databases			438	437	
Media	15,087	15,164	27,893	27,258	
Serials	107,804	116,967	138,991	126,578	
Total	780,408	911,322	1,814,419	1,834,988	2,594,827
Library Circulation	15,953	14,769	90,240	85,313	106,193

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	<input checked="" type="checkbox"/>	421	871
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	61	463

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		13.00	12.00
Other Professional Staff		4.00	4.00
All Other Paid Staff (Except Student Assistants)		23.00	23.00
Student Assistants	<input checked="" type="checkbox"/>	10.00	5.00
Total		50.00	44.00

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

Using the following Alma Analytics Dashboards: ACRL/IPEDS, Physical Inventory, E Inventory, Fulfillment, 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, 2023.

		Prior Year Amount
1 Indicate the number of branch and independent libraries (exclude the main or central library).		5
1 Expenses		Amount
Total salaries and wages for the library staff		1,645,670
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits
		717,552
		699,552
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	121,393	139,353
<u>Ongoing commitments to subscriptions</u>	2,435,026	2,422,362
All other materials/services costs	64,500	84,909
Total materials/services expenses	2,620,919	2,646,624
Operations and maintenance expenses		
<u>Preservation services</u>	0	0
All other operations and maintenance expenses	197,000	194,232
Total operations and maintenance expenses	197,000	194,232
Total Expenses	5,181,141	5,255,350
Total Expenses (minus Fringe Benefits)	4,463,589	4,555,798

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:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input checked="" 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="12.00"/> hours	<input type="text"/> hours	<input type="text" value="3.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> 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	657,517	1,647,097
<u>Databases</u>		438
<u>Media</u>	15,087	27,893
<u>Serials</u>	107,804	138,991
Total	780,408	1,814,419
Library Circulation	15,953	90,240

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 421 Total interlibrary loans and documents received : 61 Librarians : 13.00
Library Staff	Other Professional Staff : 4.00 All Other Paid Staff (Except Student Assistants) : 23.00 Student Assistants : 10.00

Expenses	Amount
Branch and independent libraries	5
Salaries and wages	1,645,670
Fringe benefits	717,552
Total materials/services expenses	2,620,919
Total operations and maintenance expenses	197,000
Total Expenses	5,181,141

[Edit Report](#)

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (421) is outside the expected range of between 610 and 1,132 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: ACRL/IPEDS, Physical Inventory, E Inventory, Fulfillment, 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 (61) is outside the expected range of between 325 and 601 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Using the following Alma Analytics Dashboards: ACRL/IPEDS, Physical Inventory, E Inventory, Fulfillment, UBORROW and Annual Report Record Count to gather data for this report. Along with annual reports and University Libraries Data Sheet.			
Screen Entry	The Student Assistants(10.00) 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 number of student assistants has increased to account for 16 full-time positions at the library, which are currently vacant.			