

Academic Libraries 2020-21

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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Changes to reporting for 2020-21:

- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

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 2020. 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](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- 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 library expenses (including staff salaries and wages) for Fiscal Year 2020:

- 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 2020.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="1,493,296"/>	1,152,496	<input type="text" value="473,499"/>	505,720	
Databases			<input checked="" type="checkbox"/> <input type="text" value="411"/>	316	
Media	<input checked="" type="checkbox"/> <input type="text" value="225,717"/>	4,169	<input checked="" type="checkbox"/> <input type="text" value="5,366"/>	93,000	
Serials	<input checked="" type="checkbox"/> <input type="text" value="184,853"/>	18,265	<input checked="" type="checkbox"/> <input type="text" value="968,088"/>	406,700	
Total	<input checked="" type="checkbox"/> 1,903,866	1,174,930	<input checked="" type="checkbox"/> 1,447,364	1,005,736	3,351,230
i Library Circulation	<input checked="" type="checkbox"/> <input type="text" value="14,452"/>	32,624	<input checked="" type="checkbox"/> <input type="text" value="1,568,720"/>	188,245	1,583,172

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"/> <input type="text" value="4,484"/>	6,989
Total interlibrary loans and documents received	<input type="text" value="720"/>	929

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	<input type="text" value="17.00"/>
Other Professional Staff	<input type="text" value="4.00"/>
All Other Paid Staff (Except Student Assistants)	<input type="text" value="30.50"/>
Student Assistants	<input type="text" value="4.00"/>
Total	55.50

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, 2020.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		5
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		<input checked="" type="checkbox"/> 1,543,093 2,233,003
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits 802,145 960,191
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		99,601
<u>Ongoing commitments to subscriptions</u>		2,491,821
All other materials/services costs		88,419
Total materials/services expenses		2,679,841 2,489,543
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		153,300
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 153,300 105,141
Total Expenses		5,178,379 5,787,878
Total Expenses (minus Fringe Benefits)		4,376,234 4,827,687

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:			
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact
<input type="radio"/>		<input type="radio"/>	HR Contact
<input type="radio"/>		<input checked="" type="radio"/>	Other
Name:	<input type="text" value="Brenda Wright"/>		
Email:	<input type="text" value="brenda.wright@famou.edu"/>		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="8.00"/> hours	<input type="text"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="0.50"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

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 2020.

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	1,493,296	473,499
Databases		411
Media	225,717	5,366
Serials	184,853	968,088
Total Collection	1,903,866	1,447,364
Total Circulation	14,452	1,568,720

Expenses	Amount
Salaries and wages	\$1,543,093
Fringe benefits	\$802,145
Materials/services expenses	\$2,679,841
Operations and maintenance expenses	\$153,300
Total expenses	\$5,178,379

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (225,717) is outside the expected range of between 2,919 and 5,419 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Microfilm is now included as physical media. It was not included in last year's data			
Screen Entry	The calculated value (1,903,866) is outside the expected range of between 822,451 and 1,527,409 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	All physical serial titles that are discoverable through the library's catalog and discovery system are now reported, including ceased serial titles. Only current subscriptions were reported last year.			
Screen Entry	The number entered (14,452) is outside the expected range of between 22,837 and 42,411 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	In light of closings, reduced hours and limited access to physical books due to the pandemic, circulation of physical resources decreased.			
Screen Entry	The number entered (411) is outside the expected range of between 222 and 410 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	All databases that are accessible through the library catalog or discovery system are now reported, including open access resources. Open access databases were not reported last year.			
Screen Entry	The number entered (5,366) is outside the expected range of between 65,100 and 120,900 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Subscriptions to Films on Demand and Alexander Street Press Academic Online streaming videos were canceled.			
Screen Entry	The calculated value (1,447,364) is outside the expected range of between 704,016 and 1,307,456 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Based on the previous explanations, this number is correct.			
Screen Entry	The number entered (1,568,720) is outside the expected range of between 131,772 and 244,718 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to telecommuting and online learning during the pandemic, the use of electronic resources greatly increased.			
Screen Entry	The number entered (4,484) is outside the expected range of between 4,893 and 9,085 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to library closings and limited access to print resources during the pandemic, total interlibrary loans and documents provided to other libraries decreased.			
Screen Entry	The number entered (184,853) is outside the expected range of between 12,786 and 23,744 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	All physical serial titles that are discoverable through the library's catalog and discovery system are now reported, including ceased serial titles. Only current subscriptions were reported last year.			
Screen Entry	The number entered (968,088) is outside the expected range of between 284,690 and 528,710 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to telecommuting and online learning during the pandemic, the use of electronic resources greatly increased.			
Screen: Expenses				
Screen Entry	The number entered (1,543,093) is outside the expected range of between 1,786,403 and 2,679,603 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Employee vacancies were not filled due to a hiring freeze during the COVID-19 pandemic.			
Screen Entry	The calculated value (153,300) is outside the expected range of between 68,342 and 141,940 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Operations and maintenance cost increased.			