

# IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022  
User ID: 88G5321

## Academic Libraries 2020-21

Institution: Bemidji State University (173124)

User ID: 88G5321

### 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**.

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## 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

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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 2020.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	396,763	396,654	<input checked="" type="checkbox"/>	127,584	593,976
Databases				92	91
Media	3,092	3,078		41,127	32,260
Serials	1,693	1,693		129,000	129,015
<b>Total</b>	<b>401,548</b>	<b>401,425</b>	<input checked="" type="checkbox"/>	<b>297,803</b>	<b>699,351</b>
<b>i Library Circulation</b>	3,623	4,385	<input checked="" type="checkbox"/>	72,132	75,755

**Does your institution have Interlibrary Loan Services ?**

- ☐ No
- ☒ Yes

<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	1,510	2,141
Total interlibrary loans and documents received	2,280	2,296

**Does your institution have Library Staff?**

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs
Librarians	5.00
Other Professional Staff	0.00
All Other Paid Staff (Except Student Assistants)	4.00
Student Assistants	5.60
<b>Total</b>	<b>14.60</b>

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 &gt;= \$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
<b>i</b> Indicate the number of <b>branch and independent libraries</b> (exclude the main or central library).	<input type="text" value="0"/>	0

<b>i</b> Expenses	Amount	
Total <b>salaries and wages</b> for the library staff	<input type="text" value="624,132"/>	571,518

Are staff <b>fringe benefits</b> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		<input type="text" value="230,659"/> 216,332

## Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="89,811"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="398,592"/>	
All other materials/services costs	<input type="text" value="435"/>	
Total materials/services expenses	488,838	567,872

## Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="3,695"/>	
All other operations and maintenance expenses	<input type="text" value="135,392"/>	
Total operations and maintenance expenses	139,087	108,963

Total Expenses	1,482,716	1,464,685
Total Expenses (minus Fringe Benefits)	1,252,057	1,248,353

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

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## Prepared by

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## 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:	<input type="text" value="Russell Dahlke"/>				
Email:	<input type="text" value="russell.dahlke@bemidjistate.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="5.00"/>	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="0.00"/>	hours	<input type="text" value="0.00"/>	hours	<input type="text" value="0.50"/>	hours	<input type="text" value="0.50"/>	hours
Other offices	<input type="text" value="2.00"/>	hours	<input type="text" value="0.50"/>	hours	<input type="text" value="0.00"/>	hours	<input type="text" value="0.00"/>	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 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	396,763	127,584
Databases		92
Media	3,092	41,127
Serials	1,693	129,000
Total Collection	401,548	297,803
Total Circulation	3,623	72,132

Expenses	Amount
Salaries and wages	\$624,132
Fringe benefits	\$230,659
Materials/services expenses	\$488,838
Operations and maintenance expenses	\$139,087
Total expenses	\$1,482,716

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## Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (127,584) is outside the expected range of between 415,784 and 772,168 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	In 2019 we migrated to a new library services platform that included a huge swath of free electronic material that were counted as books in the previous report. Library faculty have been working through those different collections to curate and prune down that content so it is relevant to our users needs rather than providing access to everything.			
Screen Entry	The calculated value (297,803) is outside the expected range of between 528,740 and 981,944 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	In 2019 we migrated to a new library services platform that included a huge swath of free electronic material that were counted as books in the previous report. Library faculty have been working through those different collections to curate and prune down that content so it is relevant to our users needs rather than providing access to everything.			
Screen Entry	The number entered (72,132) is outside the expected range of between 2,428 and 4,508 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The person who reports that in the library acknowledged misinterpreting the instruction for FY18 and FY19. After consulting with our statewide consortium, we are using the count for Unique Item Requests.			