

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 expenses, and library services for libraries in degree-granting postsecondary institutions.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.

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 2019. 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

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Were your annual total library expenses for Fiscal Year 2019:

<input type="radio"/>	Less than \$100,000	<input checked="" type="radio"/>	Greater than or equal to \$100,000
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Is the library collection entirely electronic?

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes
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Library Collections/Circulation and Interlibrary Loan Services

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 2019.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	396,654	443,996	593,976	13,726	
Databases			91	91	
Media	3,078	5,277	32,260	32,260	
Serials	1,693	1,833	129,015	171,299	
Total	401,425	451,106	755,342	217,376	1,156,767

Library Circulation	4,385	6,542	3,468	23,835	7,853
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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	2,141	2,442
Total interlibrary loans and documents received	2,296	1,839

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the College Navigator Website.

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, 2019.		
		Prior Year Amount
Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	0	0
Expenses	Amount	
Total salaries and wages for the library staff	571,518	629,740
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	216,332
		190,145
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	53,083	
Ongoing commitments to subscriptions	408,253	
All other materials/services costs	106,536	
Total materials/services expenses	567,872	479,326
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	108,963	
Total operations and maintenance expenses	108,963	108,057
Total Expenses	1,464,685	1,407,268
Total Expenses (minus Fringe Benefits)	1,248,353	1,217,123
You may use the space below to provide context for the data you've reported above. This context box will not be posted on the <u>College Navigator Website</u> .		
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Prepared by

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 checked="" 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 type="radio"/> Other
Name: Julian Licata		
Email: julian.licata@bemidjistate.edu		

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

3.00	Number of Staff (including yourself)
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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	2.00 hours	2.00 hours	5.00 hours	5.00 hours
Other offices	6.00 hours	hours	hours	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 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 your DFR. Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

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	396,654	593,976
Databases		91
Media	3,078	32,260
Serials	1,693	129,015
Total Collection	401,425	755,342
Total Circulation	4,385	3,468

Expenses	Amount
Salaries and wages	\$571,518
Fringe benefits	\$216,332
Materials/services expenses	\$567,872
Operations and maintenance expenses	\$108,963
Total expenses	\$1,464,685

Academic Libraries

Bemidji State University (173124)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (593,976) is outside the expected range of between 9,609 and 17,843 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We (along with the rest of Minn State Colleges & Unis) recently underwent a major migration to a new library service platform, which we use to collect and report this sort of data			
Screen Entry	The number entered (4,385) is outside the expected range of between 4,580 and 8,504 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	decrease due to month long library system migration			
Screen Entry	The calculated value (755,342) is outside the expected range of between 152,164 and 282,588 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We (along with the rest of Minn State Colleges & Unis) recently underwent a major migration to a new library service platform, which we use to collect and report this sort of data			
Screen Entry	The number entered (3,468) is outside the expected range of between 16,685 and 30,985 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We recently implemented our new discovery LSP and are using its reports to gather this data. Not all resources were added right away and this will have affected the stats			
Screen Entry	The number entered (3,078) is outside the expected range of between 3,694 and 6,860 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	we lost our media room (now the map room) and had to drastically reduce our collection.			