

Institution: Bemidji State University (173124)

User ID: 88G5322

**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.

**Recent changes**

There are a few changes to the 2017-18 Academic Libraries component from the 2016-17 collection. Visit the [Academic Libraries Resource](#) page for a list of the changes and additional reporting resources.

**Data Reporting Reminders**

Report all data for fiscal year (FY) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, 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 2017. 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](#)

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 2017:

<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 2017.					
Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	444,650	442,602	70,972	68,233	
Databases			125	174	
Media	5,432	4,651	27,317	157,242	
Serials	2,391	3,228	166,125	225,649	
Total	452,473	450,481	264,539	451,298	717,012
Library Circulation	7,227	7,245	118,429	101,917	125,656

Does your instituon have Interlibrary Loan Services ?

☐ No

☒ Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	2,549	2,580
Total interlibrary loans and documents received	1,695	1,729

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, 2017.		
		Prior Year Amount
Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	0	0
Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	748,015	547,400
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits  255,651	205,803
<b>Materials/services expenses</b>		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	111,600	
Ongoing commitments to subscriptions	388,711	
All other materials/service cost	0	
Total materials/services expenses	500,311	1,046,198
<b>Operations and maintenance expenses</b>		
Preservation services	1,434	
All other operations and maintenance expenses	129,520	
Total operations and maintenance expenses	130,954	112,520
Total Expenses	1,634,931	1,911,921
Total Expenses (minus Fringe Benefits)	1,379,280	1,706,118
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 type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input checked="" type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: Patrick Leepore		
Email: plee@bemidjistate.edu		

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

5.00	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	10.00hours	0.00hours	2.00hours	hours
Other offices	15.00hours	0.00hours	1.00hours	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 2017.

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	444,650	70,972
Databases		125
Media	5,432	27,317
Serials	2,391	166,125
Total Collection	452,473	264,539
Total Circulation	7,227	118,429

Expenses	Amount
Salaries and wages	\$748,015
Fringe benefits	\$255,651
Materials/services expenses	\$500,311
Operations and maintenance expenses	\$130,954
Total expenses	\$1,634,931

## Academic Libraries

## Bemidji State University (173124)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (27,317) is outside the expected range of between 110,070 and 204,414 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We have decided to count titles instead of segments as we did in the past. It will be a more consistent way to track this.			
Screen Entry	The calculated value (264,539) is outside the expected range of between 315,909 and 586,687 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We have decided to count titles instead of segments on media files as we did in the past. It will be a more consistent way to track this.			
Screen: Expenses				
Screen Entry	The number entered (748,015) is outside the expected range of between 437,920 and 656,880 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The total salary is increased due to separation salary paid to two retirees.			
Screen Entry	The number entered (255,651) is outside the expected range of between 164,643 and 246,963 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The total salary is increased due to separation salary paid to two retirees.			
Screen Entry	The calculated value (500,311) is outside the expected range of between 784,649 and 1,307,747 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We made a reporting error last year where we put a figure into the materials/service costs when that number was also included in the above lines.			