

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.

Recent changes

There are no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the [Academic Libraries Resource](#) page for additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2018. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, 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 2018. 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**.

Screening Questions

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Were your annual total library expenses for Fiscal Year 2018:

<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 2018.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
 Books	443,996	444,650	 13,726	70,972	
Databases			91	125	
Media	5,277	5,432	32,260	27,317	
Serials	1,833	2,391	171,299	166,125	
Total	451,106	452,473	217,376	264,539	668,482
 Library Circulation	6,542	7,227	 23,835	118,429	30,377

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	2,442	2,549
Total interlibrary loans and documents received	1,839	1,695

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](#).

We had been counting E-serials usage in previous years, but to align with the guidelines of not including these in the count for digital/electronic circulation, the number is significantly less this year.

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, 2018.

		Prior Year Amount
<div><div>?</div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div>	0	0
<div><div>?</div>Expenses</div>	Amount	
Total salaries and wages for the library staff	629,740	748,015
Are staff fringe benefits paid out of the library budget?		
<div><div><input type="radio"/> No</div><div><input checked="" type="radio"/> Yes</div></div>	Total Fringe benefits	<div><div>!</div>190,145</div> 255,651
Materials/services expenses		
One-time purchases of <u>books, serial back-files, and other materials</u>	58,330	
Ongoing commitments to subscriptions	420,996	
All other materials/services costs	0	
Total materials/services expenses	479,326	500,311
Operations and maintenance expenses		
Preservation services	1,521	
All other operations and maintenance expenses	106,536	
Total operations and maintenance expenses	108,057	130,954
Total Expenses	1,407,268	1,634,931
Total Expenses (minus Fringe Benefits)	1,217,123	1,379,280
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> .		
<div></div>		

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 Leeport		
Email: patrick.leeport@bemidjistate.edu		

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

2.00	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	8.00 hours	2.00 hours	1.00 hours	1.00 hours
Other offices	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 2018.

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	443,996	13,726
Databases		91
Media	5,277	32,260
Serials	1,833	171,299
Total Collection	451,106	217,376
Total Circulation	6,542	23,835

Expenses	Amount
Salaries and wages	\$629,740
Fringe benefits	\$190,145
Materials/services expenses	\$479,326
Operations and maintenance expenses	\$108,057
Total expenses	\$1,407,268

Academic Libraries

Bemidji State University (173124)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (13,726) is outside the expected range of between 49,681 and 92,263 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We had been counting E-serials usage in previous years, but to align with the guidelines of not including these in the count for digital/electronic circulation, the number is significantly less this year.			
Screen Entry	The number entered (23,835) is outside the expected range of between 82,901 and 153,957 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We had been counting E-serials usage in previous years, but to align with the guidelines of not including these in the count for digital/electronic circulation, the number is significantly less this year.			
Screen: Expenses				
Screen Entry	The number entered (190,145) is outside the expected range of between 204,521 and 306,781 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	There were changes in library staff			