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## FY2014 Integrated Postsecondary Education Data System (IPEDS) Academic Libraries Survey: University of Rhode Island Data

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## IPEDS Section 1, 2013-2014

Measure	Total FY14	Notes
Is the library collection entirely electronic?		No
<b>Library Collections / Circulation</b>		
Physical Books	1,527,648	
Physical Media	13,005	
<b>Total Physical Collection</b>	<b>1,540,653</b>	
Total Physical Circulation	69,455	Asked Brian. Sent him detailed instructions.
Digital/Electronic Books (include government documents)	278,253	
Digital/Electronic Databases	172	
Digital/Electronic Media	1	
<b>Total Digital/Electronic Collection</b>	<b>278,426</b>	
Total Digital/Electronic Circulation	0	

### Notes/ Instructions:

Include data for the main or central academic library and all branch and independent libraries.

If the appropriate answer for an item is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ITEMS BLANK.

Report the total number of each category held and the END OF FY2014.

### Method for "Physical Books"

"Report the number of volumes using the ANSI/NISO Z39.7-1995 definition for volume. Include bound volumes of periodicals only. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes."

Identify the net number of physical volumes added by Acquisitions / Gifts. Then ask for net volumes added by Govt. Pubs, CCE, and Pell. Add this number to the total volume count from ACRL for FY13 (which now includes electronic volumes). Subtract the total number of e-books owned as of FY14 because IPEDS doesn't want to count e-books here.

1. Added by Acquisitions in FY14 (Take "Net Print Volmes Added by Acquisitions" from ACRL Survey Question 2 in FY14 Acquisitions Annual Report supplemental statistics spreadsheet): 4,884
  2. Added by Govt. Pubs. in FY14 : Calculated net additions at 2,340 (got Govt. Pubs. annual stats spreadsheet from Scott Briggs 9/4/2014)
  3. Added by CCE in FY14 : 199 (got data from Joanna 9/4/2014)
  4. Added by Pell in FY14 : 204 (got data from Joyce 9/4/2014)
  5. Added by Special Collections in FY14 but not through Acquisitions: n/a (maybe CoPA stuff, but not counted) (asked Sarina 9/4/2014, no data to count)
- SUBTOTAL Volumes Added = 4,884 + 2,340 + 199 + 204 = 7,627

Total volume count from ACRL for FY13 (from survey forms posted to DigitalCommons@URI): 1,813,301

$1,813,301 + 7,627 = 1,820,928$

Total number of e-books included in this number (from ACRL Survey Question 4 in FY14 Acquisitions Annual Report supplemental statistics spreadsheet): 293,280

So,  $1,820,928 - 293,280 = 1,527,648$

Method for "Physical Media"

"Report the total units of physical materials that are displayed by visual projection or magnification, or through sound reproduction, or both, including sound recordings, motion pictures and video recordings, and graphic materials. Include duplicates. Items packaged together as a unit (e.g. two CD-ROMs for one record book) and checked out as a unit are counted as one physical unit. Do not include microforms."

We know how many media items we acquired in FY14 (971), but this doesn't help us, because we no longer have a base to add it on to, since the ACRL survey no longer asks for media separately.

Therefore, creating a list is the best way to get this info. Search for:

ITEM LOCATION equal to "riud" OR ITEM LOCATION equal to "riuda" OR ITEM LOCATION equal to "riudb" OR ITEM LOCATION equal to "riudi" OR ITEM LOCATION equal to "riudr" OR ITEM LOCATION equal to "riuds" OR ITEM LOCATION equal to "riudv"

Locations: riud, riuda, riudb, riudi, riudr, riuds, riudv

TOTAL items: 13,005

Method for "Digital/Electronic Books (including government documents)"

"Report the number of e-book units in your collection. Include e-books held locally and e-books for which permanent or temporary access rights have been acquired. Do not include e-books that are part of a database. Units are defined as "units of acquisition or purchase." For unlimited simultaneous use, units of acquisition or purchase are based on the number of titles acquired. For example, if a library acquires a collection of 100 titles with unlimited simultaneous users, then that collection would be counted as 100 "units." To determine whether an e-book should be counted as an individual unit or as part of a database, follow the general rule: if the service is purchased as a package of titles with no selection on the part of the library, count as a database."

Refer to ACRL Survey Question 4 in FY14 Acquisitions Annual Report supplemental statistics spreadsheet, but because we are not supposed to count e-books in databases, we cannot use this number. Next year, once all of our e-books are properly cataloged, there will probably be a better way to do this, but for now:

1. See tab "E-book platforms" in FY14 Acquisitions Annual Report supplemental statistics spreadsheet and take total number of titles: 181,425
2. Federal government e-books from ACRL Survey Question 4 in FY14 Acquisitions Annual Report supplemental statistics spreadsheet: 94,035
3. Electronic theses and dissertations from ACRL Survey Question 4 in FY14 Acquisitions Annual Report supplemental statistics spreadsheet: 2,793

So,  $181,425 + 94,035 + 2,793 = 278,253$

Method for "Digital/Electronic Databases"

"Report the total number of licensed digital/electronic databases in your collection. Each database is counted individually even if access to several database is supported through the same vendor interface. A database is a collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually connected with a particular intent and relate to a defined topic."

Take count of Reference Databases from the notes section of the "\$ by format" tab of FY14 Acquisitions Annual Report supplemental statistics spreadsheet: 172

Method for "Digital/Electronic Media"

"Report the total units of digital media materials featuring video, graphics, or sound, including streaming media and graphic materials in your collection. Do not include microforms. Do not count image databases (ARTstor, AP Photo Archives) in this category--count as databases."

Create a list:  
ITEM LOCATION equal to "riude "

TOTAL items: 1

Method for "Total Digital/Electronic Circulation"

"Report the total number of digital/electronic units checked out from the general and reserve circulation transactions. Include both initial transactions and renewals. Count units of digital/electronic books and media. Do not count digital/electronic databases."

Note: They are asking for checkouts, not downloads or other COUNTER uses as ACRL does. As an example, they use Overdrive, which means this question is really modeled after the public library checkout model.

Report: 0

**IPEDS Section 2, 2013-2014**

<b>Measure</b>	<b>Total FY14</b>	<b>Notes</b>
Indicate the number of branch and independent libraries (exclude the main or central library)	2	
<b>EXPENDITURES</b>		
Total salaries and wages	\$3,494,144	Includes Foundation and general funds.
Are staff fringe benefits paid out of the library budget	Yes	
Total amount of fringe benefits (if paid by the library budget)	\$1,416,805	
<i>Materials/Service Cost</i>		
One-time purchases of books, serial backfiles and other materials	\$1,427,306	
Ongoing commitments to subscriptions	\$2,593,483	
Other materials/service cost	\$85,560	
<b>Materials subtotal (one-time + ongoing + other materials)</b>	<b>\$4,106,348</b>	
<i>Operations and maintenance expenditures</i>		
Preservation services	\$21,213	
All other operations and maintenance expenditures	\$306,956	
<b>Operations and maintenance subtotal (preservation + all other)</b>	<b>\$328,170</b>	
<b>TOTAL EXPENDITURES (salaries &amp; wages + materials + operations)</b>	<b>\$9,345,467</b>	
<b>Interlibrary Services</b>		
Total interlibrary loans and documents provided to other libraries	6,081	Ask Brian. Send instructions.
Total interlibrary loans and documents received	3,765	Ask Brian. Send instructions.
Does your library support virtual reference services?	Yes	

Notes/ Instructions:

Include data for the main or central academic library and all branch and independent libraries.

If the appropriate answer for an item is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ITEMS BLANK.

Report funds expended by the library from its regular budget and from all other sources; e.g. research grants, special projects, gifts and endowments, and fees for services.

All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures.

Method for "Total salaries and wages"

"Report salaries and wages before deductions for all full-time and part-time library staff. Include student assistant wage if they were included as part of the library budget. Include Federal Work-Study

students' wage."

Ask Milkman to run report on library budget. Include all personnel costs (including student) from regular budget and Foundation.

Method for "One-time purchases of books, serial back-files, and other materials"

Same as ACRL Survey Question 7a in FY14 Acquisitions Annual Report supplemental statistics spreadsheet.

Method for "Ongoing commitments to subscriptions"

Same as ACRL Survey Question 7b in FY14 Acquisitions Annual Report supplemental statistics spreadsheet.

Method for "Other materials/service cost"

"Report additional materials/service costs that have not already been reported in this section. Other materials may include document delivery / interlibrary loan services (fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Include fees expended for short-term loans as part of a patron-driven acquisition or demand-driven acquisition program. Include other expenditures for information resources (not counted above) such as those for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. Dialog, Lexis-Nexis.)"

Same as ACRL Survey Question 7c in FY14 Acquisitions Annual Report supplemental statistics spreadsheet (because this is easiest and most accurate), but also add OCLC ILL expenditures from DigitalCommons@URI "OCLC Expenditures FY14" (and remember to subtract them from operating later).

So, \$66,217.62 + \$19,342.31 = \$85,559.93

Method for "Preservation Services"

"Report expenditures associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g. digitization). Do not include staff salaries and wages."

We do not track this information in any meaningful way. We do track amount spent on binding.

The best way to estimate this would be to make a list of all the preservation vendors we use (asked Sarina 9/4/2014) and then generate a report on how much we spent with them in FY14. Include expenditures from 100-3301 budget as well as Foundation accounts.

Vendors:

Iron Mountain

Colibri

NEDCC (New England Document Conservation Center)

VT Boston (Video Transfer)

Gaylord (phase boxes only -- ignore if too difficult to separate out boxes)

Paige

Metal Edge

TOTAL for FY14 per Milkman 9/11/2014:

Iron Mountain: \$2,426.63

VT Boston: \$9,082.27

TOTAL: \$11,508.90

Then, assuming all of this was paid out of operating, subtract this total from "All other operations and maintenance expenditures" below.

FY14 binding expenses were paid partly from materials 2564 (\$1,004.85) and partly from operating (\$8,699.50). The amount paid from materials was not posted in Sierra, so it does not need to be subtracted from materials expenditures. The amount paid from operating should be subtracted below.

Binding FY14 = \$9,704.35

Preservation vendors = \$11,508.90

Total = \$21,213.25

Method for "All other operations and maintenance expenditures"

"Report any other maintenance expenditures that have not already been reported in this section. Include: computer hardware and software expenditures; national, regional, and local bibliographic utilities, networks, and consortia [i.e. OCLC expenditures, HELIN dues]; all other operating expenditures. Report all other expenditures from the library budget not already reported. Include all expenditures for furniture and equipment. Include any related maintenance costs."

Ask Milkman for report

ASK MILKMAN FOR REPORT.

Include regular library budget and foundation accounts.

Include money in 3007 Provost's technology fund.

Then subtract money counted elsewhere here.

So, total is:

\$346,506.96

Subtract OCLC ILL costs only: \$19,342.31

Subtract the portion of binding that was paid from operating: \$8,699.50

Subtract the amount spent on Preservation vendors above: \$11,508.90

So,

$\$346,506.96 - (\$19,342.31 + \$8,699.50 + \$11,508.90) = \$306,956.25$

Note: In order to calculate materials expenditures above, we use numbers generated by the library system, which is required in order to break the data down accurately. However, the numbers in the library system always fail to match exactly with the numbers as generated by PeopleSoft.

Thus, the total library budget as calculated by the spreadsheet above is \$9,345,467.

Milkman's total budget as produced by a report from PeopleSoft is \$9,327,185.

The difference is \$18,282, which is 0.2% of the total. This is very close! The discrepancy is thus negligible.