Purpose of Component
The purpose of the Academic Libraries (AL) component of IPEDS is to collect information on library collections, expenditures, and services for degree-granting postsecondary institutions.

Changes In Reporting
The Academic Libraries survey component is new to IPEDS for the 2014-15 collection cycle. The Academic Libraries component for IPEDS replaced the previous Academic Libraries Survey, which was collected from degree-granting postsecondary institutions every other year in even-numbered years. The new Academic Libraries component is mandatory and will be collected annually in the spring starting with the 2014-15 data collection cycle. Visit the Academic Libraries Resource page for more information on reporting changes.

General Instructions
Please respond to each item in this survey. 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. Include data for the main or central academic
library and all branch and independent libraries that were open all or part of fiscal year 2014.

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**Reporting Period Covered**
Report all data for fiscal year (FY) 2014. Fiscal year 2014 is defined as the most recent 12-month period that ends before October 1, 2014, that corresponds to the institution’s fiscal year.

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**Context Boxes**
Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

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**Coverage**
A screening question in the Institutional Characteristics (IC) survey component determines the institutional level of reporting for degree-granting institutions on the Academic Libraries component. If the total library expenditures = 0, the institution will not submit the Academic Libraries component. If annual total library expenditures are > 0, the institution will submit Section I of the Academic Libraries component. Institutions with total library expenditures >$100,000 will report additional expenditures and interlibrary services information in Section II of the Academic Libraries component.

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**Where to Get Help with Reporting**

**IPEDS Help Desk**
Phone: 1-877-225-2568
Email: ipedshelp@rti.org

**Web Tutorials**
You can also consult the IPEDS website which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

**IPEDS Resource Page**
The IPEDS Resource Page (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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**Where the Reported Data Will Appear**
Data collected through IPEDS will be accessible at the institution- and aggregate-levels.
At the institution-level, data will appear in the:

- College Navigator Website
Detailed Instructions

**Section I: For all degree-granting institutions with library expenditures > $0, as reported on IC Header**

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 FY 2014.

Count only those materials that are considered part of your collection. Collections comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded. Do not include links to internet resources for which the library had not secured access rights by legal agreements (e.g. legal deposit right), license or other contractual and/or co-operative agreements. Free internet resources that have been cataloged by the library in its OPAC or a database are not included.

**Library Collections/Circulation**

**Physical Books** - Report the number of volumes using the ANSI/NISO Z39.7-1995 definition for volume, which is as follows: A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Include print photographs, duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library’s catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.

**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.

**Total Physical Collection** - This line will automatically be calculated for you.

**Total Physical Circulation** - Report the total number of physical items checked out from the general and reserve circulation transactions. Include both initial transactions and renewals. Include only interlibrary loan transactions where items are borrowed for users. Include transactions of books and media. Do not include...
transactions of equipment or computers.

**Digital/Electronic Books, (include government documents)** – Report the number of e-book units in your collection. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Do not include e-books that are available as part of a database. Use guidelines from the 'reporting digital/electronic collection' section under 'Consortium Members Sharing PARTIAL Resources' to determine whether the e-book should be counted as individual units or as part of a database.

Units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase are based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. 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”.

**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 databases 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 collected with a particular intent and relate to a defined topic.

**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.

Units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase are based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. 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”.

**Total Digital/Electronic Collection** - This line will automatically be calculated for you.

**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. Include transactions for units of digital/electronic books and media. Do not count transactions of digital/electronic databases.

**Notes for Library Consortia**

A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

The purpose of library consortia can include:
- Cost reduction through group purchasing
- Professional development for library staff
- Resource sharing (content, technology, expertise, and funding)
- Networking, information sharing, mass communication
- Building shared integrated library management and cataloging systems.

For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case.

**Consortium Members Sharing ALL Resources**

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established if certain criteria are met. Parent/child relationships can be established for institutions if: (1) the child institution is in the same institutional sector as the parent, and (2) the child institution is not set up to report its own academic libraries expenditures or collections data. Once a parent/child relationship has been established, the parent institution will report all data for the child institution.

**Consortium Members Sharing PARTIAL Resources**

In the case where individual library members of the consortia share PARTIAL resources and/or set up to report their own academic libraries expenditures or collections data, they must do so for their individual institution. Please note the instructions below.

**Reporting digital/electronic collection**

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then your library should report the number of digital/electronic units it has access to as part of its collection. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1200 electronic book units that are shared across all members of the consortium, then your library should count the 1200 units as part of its e-book collection or as 1 unit as part of its database collection.

To determine whether the common e-service counts as one database or as individual units in a digital/electronic collection, follow the general rule—if the service is purchased as a package of titles with no selection on the part of the library or the library consortia, count as a database and do not include usage in circulation.

**Reporting digital/electronic circulation**

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then count the number of digital/electronic circulation for your library’s books and media collection only. Do not include circulation of databases. To determine whether the common e-service counts as one database or as individual units in a collection, follow the general rule above for reporting digital/electronic collections. If the circulation count for only your institution is not available from the e-service provider, report using whichever method you use locally to monitor circulation for your library. Do not include counts from other members of the consortium.

**Reporting ongoing expenditures for electronic/digital materials or database purchased through a set annual consortium fee**

Report them under ‘All other operations and maintenance expenditures’. Do not include under ‘Ongoing commitments to subscriptions’.
Section II: For degree-granting institutions with library expenditures &ge; $100,000 as reported in IC Header

Level of library expenditures that determines applicability of Section II is based on the institution's response to the screening question on the Institutional Characteristics survey component.

Branch and Independent Libraries

Branch and independent libraries - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2014. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university. Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.

Expenditures

NOTE – Expenditures should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2014. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. Exclude expenditures for new buildings and building renovation.

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

Staff fringe benefits – If benefits are paid from the library budget, select ‘yes’ and report the amount. If benefits are not paid from the library budget, select ‘no’ and report ‘0’ for the amount.

Total amount of fringe benefits (if paid by library budget) – If fringe benefits are paid by the library budget, report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee’s contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits provided by your institution for all regular staff.

Materials/Service Cost

One-time purchases of books, serial back-files, and other materials - Provide the cost of one-time purchases of books, serial back-files, and other materials. Report expenditures for published materials in all formats including archives and special collections, except current subscriptions to serials. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses only if it’s not a subscription or part of an annual consortium fee. Do not include expenditures for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenditures.
Ongoing commitments to subscriptions - Report expenditures for ongoing subscriptions to serials in all formats, including duplicates, for all outlets. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Include annual electronic platform or access fees. Do not include subscription fees if it’s part of an annual consortium fee. Government documents received serially are included if they are accessible through the library’s catalog.

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. Include 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 the interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and branches, transactions between branches, or expenditures for an on campus delivery. Include fees expended for short-term loans as part of a patron-driven acquisition or demand-driven acquisition program.
- Other expenditures for information resources. Report expenditures such as those for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis)

Total materials/services cost calculated – This line will automatically be calculated for you.

Operations and Maintenance Expenditures

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.

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. Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks and consortia.
- All other operating expenditures. Report all other expenditures from the library budget not already reported. Exclude expenditures for new buildings and building renovations. Include all expenditures for furniture and equipment except computer hardware. Include any related maintenance costs.

Total operations and maintenance expenditures - This line will automatically be calculated for you.

Total Expenditures – This amount will be calculated for you and compared to the total expenditures reported in the IC Header component. If the two values differ too much, an error will be generated and you will need to provide an explanation.

Interlibrary Services

Total interlibrary loans and documents provided to other libraries – Report the number of filled requests for material provided to other libraries. Include all
Returnable and non-returnable interlibrary loans and documents. Do not include transactions between the main or central library and branches, or transactions between branches.

**Total interlibrary loans and documents received** – Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Exclude transactions between the main or central library and branches and transactions between branches.

**Virtual reference services** – Respond ‘yes’ or ‘no’ to the question about whether or not your library supports virtual reference services. Virtual reference services may be provided by email or the Web, and include information and referral services that take less than 20 minutes of a staff person’s time.