IPEDS **2022-23 Data Collection System**

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: P2102701

Academic Libraries 2022-23

Institution: Umpqua Community College (210270)   User ID: P2102701

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

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

- Report all data for fiscal year (FY) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

There are no changes to this survey component.

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 2022. 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

🛈 **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2022:**

○   Less than $100,000   ◉   Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

◉   No   ○   Yes

Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

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 2022.

Library Collections	Physical		Physical Prior Year Amount	Digital/Electronic		Digital/Electronic Prior Year Amount	Total
Books	☑	39,115	21,383		281,659	237,880	
Databases					104	104	
Media	☑	5,357	3,378	☑	47,437	0	
Serials	☑	5	2		3	3	
Total	☑	**44,477**	24,763	☑	**329,203**	237,987	**373,680**

ⓘ Library Circulation	☑	4,805	198	☑	5,670	2,700	**10,475**

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	☑	0	2
Total interlibrary loans and documents received	☑	7	18

Does your institution have Library Staff?

◯ No

◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		2.00	2.00
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)	☑	1.50	1.00
Student Assistants	☑	1.13	0.17
Total		**4.63**	3.17

You may use the box below to provide additional context for the data you have reported above.

Digital media increases for circulation and collection numbers is reflective of the UCC Library joining the Films on Demand digital consortium in 2022.
For circulation differences, the library followed COVID protocols until March 2022.

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, 2022.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	☑ 132,205	93,207

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes	**Total Fringe benefits** 48,729	60,529

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	3,520	
Ongoing commitments to subscriptions	41,554	
All other materials/services costs	0	
Total materials/services expenses	**45,074**	39,979

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	21,942	
Total operations and maintenance expenses	**21,942**	21,342

Total Expenses	**247,950**	215,057
Total Expenses (minus Fringe Benefits)	**199,221**	154,528

You may use the space below to provide context for the data you've reported above.

Prepared by

Prepared by

Reporting Reminders:
- 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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other

Name:	Kelly Peter
Email:	kelly.peter@umpqua.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)

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	4.00 hours	1.00 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 specifically for your institution through the College Navigator website and is included 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 the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the Data Center and sent to your institution's CEO in November 2023.

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	39,115	281,659
Databases		104
Media	5,357	47,437
Serials	5	3
Total Collection	44,477	329,203
Total Circulation	4,805	5,670

Expenses	Amount
Salaries and wages	$132,205
Fringe benefits	$48,729
Materials/services expenses	$45,074
Operations and maintenance expenses	$21,942
Total expenses	$247,950

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (5,357) is outside the expected range of between 2,365 and 4,391 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Accepted large donation of DVDs and music CDs from a local community member.			
Screen Entry	The number entered (5) is outside the expected range of between 2 and 2 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Added three regional newspapers to the collection.			
Screen Entry	The All Other Paid Staff(1.50) is outside the expected range compared to All Other Paid Staff reported in the prior year(1.00). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	The library gained a part-time desk clerk position in 2022.			
Screen Entry	The Student Assistants(1.13) is outside the expected range compared to Student Assistants reported in the prior year(0.17). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	With the end of COVID protols, students returned to campus and were available work as student employees and federal work study workers.			
Screen Entry	The number entered (39,115) is outside the expected range of between 14,969 and 27,797 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Grant funds received to purchase a fiction leisure reading collection new to the library.			
Screen Entry	The calculated value (44,477) is outside the expected range of between 17,335 and 32,191 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Grant funds were received by UCC Library to add a fiction leisure reading collection which includes adult, teen, and children's materials as well as graphic novels. A large donation of music CDs and DVDs by a local community member was received by the UCC Library.			
Screen Entry	The number entered (4,805) is outside the expected range of between 139 and 257 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Prior year circulation was way down because of COVID protocols which kept the library closed to students and the public. COVID protocols were maintained until March 2022 whereupon the library reopened and circulation began again.			
Screen Entry	The prior year value for the institution was 0. The current year value is (47,437). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason	The library joined the Films on Demand consortium in FY 2022 adding digital media to the collection.			
Screen Entry	The number entered (5,670) is outside the expected range of between 1,890 and 3,510 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Digital circulation now includes media circulation after joining the Films on Demand digital consortium in 2022.			
Screen Entry	The number entered (0) is outside the expected range of between 2 and 2 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	As many other colleges were also under COVID restrictions, no lending requests were made for UCC's materials.			
Screen Entry	You indicated that your institution has Interlibrary Loan Services but entered a value of 0 for Total interlibrary loans and documents provided to other libraries. Please correct your data or explain. (Error #15038)	Explanation	Yes	
Reason	As many other colleges were also under COVID restrictions, no lending requests were made for UCC's materials.			
Screen Entry	The number entered (7) is outside the expected range of between 13 and 23 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The UCC library was short staffed with a library director job vacancy for a good portion of the fiscal year and was unable to provide extensive interlibrary loan services.			

Screen Entry	The calculated value (329,203) is outside the expected range of between 166,591 and 309,383 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The library joined the Films on Demand consortium in FY 2022 adding significantly sized digital media to the collection.			

Screen: Expenses

Screen Entry	The number entered (132,205) is outside the expected range of between 74,566 and 111,848 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Addition of student workers and part-time desk clerk positions after previous years' reduction in work force.			