

IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: P2102701

Academic Libraries 2020-21

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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Changes to reporting for 2020-21:

- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

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 2020. 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](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- 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**.

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Screening Questions

Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2020:

- Less than \$100,000 Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No Yes

Institution: Umpqua Community College (210270)

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 2020.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="22,185"/>	21,406	<input type="text" value="237,880"/>	232,416	
Databases			<input type="text" value="103"/>	103	
Media	<input checked="" type="checkbox"/>	<input type="text" value="3,397"/>	<input type="text" value="0"/>	0	
Serials	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	3	
Total		25,584		232,522	263,570
i Library Circulation	<input checked="" type="checkbox"/>	<input type="text" value="4,482"/>	<input checked="" type="checkbox"/>	<input type="text" value="4,683"/>	9,165

Does your institution have Interlibrary Loan Services ?

- No
- Yes

<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	<input checked="" type="checkbox"/> <input type="text" value="35"/>	52
Total interlibrary loans and documents received	<input type="text" value="23"/>	23

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	<input type="text" value="2.00"/>
Other Professional Staff	<input type="text" value="0.00"/>
All Other Paid Staff (Except Student Assistants)	<input type="text" value="2.50"/>
Student Assistants	<input type="text" value="0.40"/>
Total	4.90

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

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, 2020.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		226,967
		214,805
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits
		109,867
		104,882
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		1,632
<u>Ongoing commitments to subscriptions</u>		38,900
All other materials/services costs		0
Total materials/services expenses		40,532
		50,911
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		22,922
Total operations and maintenance expenses		22,922
		22,047
Total Expenses		400,288
		392,645
Total Expenses (minus Fringe Benefits)		290,421
		287,763

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:			
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact
<input type="radio"/>		<input type="radio"/>	HR Contact
<input type="radio"/>		<input type="radio"/>	Other
Name:	<input type="text" value="Mireille Kotoklo"/>		
Email:	<input type="text" value="mireille.kotoklo@umpqua.edu"/>		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="4.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="24.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.75"/> hours	<input type="text" value=""/> hours
Other offices	<input type="text" value="1.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours

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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 2020.

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	22,185	237,880
Databases		103
Media	3,397	0
Serials	2	3
Total Collection	25,584	237,986
Total Circulation	4,482	4,683

Expenses	Amount
Salaries and wages	\$226,967
Fringe benefits	\$109,867
Materials/services expenses	\$40,532
Operations and maintenance expenses	\$22,922
Total expenses	\$400,288

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (3,397) is outside the expected range of between 4,455 and 8,273 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We have fewer media items this year.			
Screen Entry	The number entered (4,482) is outside the expected range of between 5,283 and 9,811 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library was closed from mid march till the end of the fiscal year due to the pandemic so the circulation of physical items decreased.			
Screen Entry	The number entered (4,683) is outside the expected range of between 2,364 and 4,388 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library was closed from mid march till the end of the fiscal year due to the pandemic so the circulation of electronic items increased.			
Screen Entry	The number entered (35) is outside the expected range of between 37 and 67 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library was closed from mid march till the end of the fiscal year due to the pandemic so interlibrary loan service was halted.			
Screen Entry	The prior year value for the institution was 0. The current year value is (2). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason	We did not account for the physical serials last year as we received them online.			