IPEDS **2021-22 Data Collection System**

Academic Libraries 2021-22

Institution: Valencia College (138187)   User ID: P1381871

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 2021-22 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) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

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 2021. 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 <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2021:**

○   Less than $100,000

◉   Greater than or equal to $100,000

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

◉   No

○   Yes

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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 2021.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	161,121	169,261	241,389	270,445	
Databases			☑ 147	120	
Media	8,755	10,459	☑ 86,919	64,759	
Serials	784	920	44,174	38,441	
Total	**170,660**	**180,640**	**372,629**	**373,765**	**543,289**

ⓘ Library Circulation	☑ 398	48,037	623,717	650,378	**624,115**

Does your institution have <u>Interlibrary Loan Services</u> ?

○ No

◉ Yes

Interlibrary Loan Services		Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	☑	0	749
Total interlibrary loans and documents received	☑	30	314

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		21.11	22.70
Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		27.93	32.48
Student Assistants	☑	0.31	0.48
Total		**49.35**	**55.66**

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

Valencia College libraries closed their buildings from March 16, 2020 to August 23, 2021. All staff worked remotely and services to students were provided virtually. This impacted circulation of our physical collections and interlibrary loans since buildings were closed.

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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, 2021.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	6	6

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	3,634,166	4,423,437

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes **Total Fringe benefits**	2,729,057	2,578,343

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	23,326	
Ongoing commitments to subscriptions	1,062,096	
All other materials/services costs	203,708	
Total materials/services expenses	☑ **1,289,130**	547,001

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	459,030	
Total operations and maintenance expenses	☑ **459,030**	45,859

Total Expenses	**8,111,383**	7,594,640
Total Expenses (minus Fringe Benefits)	**5,382,326**	5,016,297

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

> Salaries were down by attrition due to Covid. No staff were laid off. Less print was purchased due to closed buildings from March 16, 2020. More electronic resources were purchased including a one time payment of $706,913 to the state to cover expenses for FLVC provided subscriptions. There were one time capital expenditures for laptops, computer equipment, hot spots, captured in the operations and maintenance expenses.

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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:	Ruth Smith				
Email:	rsmith257@valenciacollege.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
11.00 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	1.00 hours	1.00 hours	1.00 hours	1.00 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 2021.

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	161,121	241,389
Databases		147
Media	8,755	86,919
Serials	784	44,174
Total Collection	170,660	372,629
Total Circulation	398	623,717

Expenses	Amount
Salaries and wages	$3,634,166
Fringe benefits	$2,729,057
Materials/services expenses	$1,289,130
Operations and maintenance expenses	$459,030
Total expenses	$8,111,383

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (398) is outside the expected range of between 33,626 and 62,448 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Library circulation of physical collections was impacted due to closing of all library buildings on March 16, 2020 and remaining closed until August 23, 2021.			
Screen Entry	The number entered (86,919) is outside the expected range of between 45,332 and 84,186 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Digital and electronic collections were used more since all library buildings were closed due to Covid.			
Screen Entry	The number entered (0) is outside the expected range of between 525 and 973 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to library buildings being closed from March 16, 2020 to August 23, 2021, all staff worked remotely and buildings were closed to access physical materials for providing ILLs so no loans were provided.			
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	No loans were provided by staff working remotely due to closed library buildings.			
Screen Entry	The number entered (30) is outside the expected range of between 220 and 408 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	ILL documents received were low due to staff working remotely and closed buildings. Patrons could request loans remotely by using the integrated library system from other libraries who were open or could provide materials electronically.			
Screen Entry	The Student Assistants(0.31) is outside the expected range compared to Student Assistants reported in the prior year(0.48). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Only one campus library had a student assistant and they worked remotely and worked less hours due to Covid.			
Screen: Expenses				
Screen Entry	The calculated value (1,289,130) is outside the expected range of between 410,251 and 683,751 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Subscriptions includes a one time payment for FLVC of $706,913.			
Screen Entry	The calculated value (459,030) is outside the expected range of between 29,809 and 61,909 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Capital expenditures increased for the purchase of laptops, computer equipment, and hot spots to support the remote environment due to closed library buildings and remote classes.			