

Academic Libraries 2017-18

Institution: Hope College (170301)

User ID: P1703011

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

Recent changes

There are a few changes to the 2017-18 Academic Libraries component from the 2016-17 collection. Visit the [Academic Libraries Resource](#) page for a list of the changes and additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, that corresponds to the institution's fiscal year.

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 2017. 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 library expenses for Fiscal Year 2017:

<input type="radio"/>	Less than \$100,000	<input checked="" type="radio"/>	Greater than or equal to \$100,000
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Is the library collection entirely electronic?

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes
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Library Collections/Circulation and Interlibrary Loan Services

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 2017.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="247,002"/>	235,059	<input type="text" value="242,414"/>	414,858	
<u>Databases</u>			<input type="text" value="166"/>	203	
<u>Media</u>	<input type="text" value="394,266"/>	393,490	<input type="text" value="152,486"/>	114,329	
<u>Serials</u>	<input type="text" value="2,530"/>	6,511	<input type="text" value="41,509"/>	69,156	
Total	643,798	635,060	436,575	598,546	1,080,373
Library Circulation	<input type="text" value="31,309"/>	42,870	<input type="text" value="139,429"/>	144,096	170,738

Does your instituion 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 type="text" value="8,199"/>	7,742
Total interlibrary loans and documents received	<input type="text" value="4,378"/>	4,154

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the College Navigator Website.

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, 2017.

		Prior Year Amount
? Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	1,325,758	1,268,551
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	449,129
	474,677	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	204,807	
<u>Ongoing commitments to subscriptions</u>	636,260	
All other materials/service cost	11,608	
Total materials/services expenses	⚠ 852,675	680,402
Operations and maintenance expenses		
<u>Preservation services</u>	20,991	
All other operations and maintenance expenses	372,655	
Total operations and maintenance expenses	393,646	492,134
Total Expenses	3,046,756	2,890,216
Total Expenses (minus Fringe Benefits)	2,572,079	2,441,087

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the [College Navigator Website](#).

Prepared by

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"/>	HR Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text" value="Kelly Jacobsma"/>				
Email:	<input type="text" value="jacobsma@hope.edu"/>				

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

<input type="text"/>	Number of Staff (including yourself)
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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	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	hours
Other offices	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	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 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 your DFR. Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2017.

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	247,002	242,414
Databases		166
Media	394,266	152,486
Serials	2,530	41,509
Total Collection	643,798	436,575
Total Circulation	31,309	139,429

Expenses	Amount
Salaries and wages	\$1,325,758
Fringe benefits	\$474,677
Materials/services expenses	\$852,675
Operations and maintenance expenses	\$393,646
Total expenses	\$3,046,756

Academic Libraries

Hope College (170301)

Source	Description	Severity	Resolved	Options
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Screen: Collections/Circulation and Interlibrary Loan Services

Screen Entry	The number entered (242,414) is outside the expected range of between 290,401 and 539,315 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data from the previous year is incorrect.			
Screen Entry	The number entered (152,486) is outside the expected range of between 80,031 and 148,627 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Added large packages of media.			
Screen Entry	The number entered (2,530) is outside the expected range of between 4,558 and 8,464 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data from the previous year is incorrect			
Screen Entry	The number entered (41,509) is outside the expected range of between 48,410 and 89,902 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data from the previous year is incorrect.			

Screen: Expenses

Screen Entry	The calculated value (852,675) is outside the expected range of between 510,302 and 850,502 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This is the correct number. The data from the previous year may be incorrect. We also combined Archives and General Library into a single budget.			