

Academic Libraries 2018-19

Institution: Hope College (170301)

User ID: P1703011

Overview

Academic Libraries Overview

<p>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.</p>	
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Recent changes	
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<p>There are no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the Academic Libraries Resource page for additional reporting resources.</p>	
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Data Reporting Reminders	
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<p>Report all data for fiscal year (FY) 2018. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, that corresponds to the institution's fiscal year.</p>	
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Coverage	
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<p>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 2018. 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.</p>	
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Resources	
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<p>To download the survey materials for this component: Survey Materials</p>	
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<p>To access your prior year data submission for this component: Reported Data</p>	
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<p>For more information about the previous survey: Academic Libraries Survey</p>	
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<p>If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.</p>

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Screening Questions

 Were your annual total library expenses for Fiscal Year 2018:

<input type="radio"/>	Less than \$100,000	<input type="radio"/>	Greater than or equal to \$100,000
Is the <u>library collection</u> entirely electronic?			
<input 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 2018.**

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input type="text" value="238,416"/>	247,002	<input type="text" value="261,979"/>	242,414	
<u>Databases</u>			<input type="text" value="168"/>	166	
<u>Media</u>	<input type="text" value="24,336"/>	394,266	<input type="text" value="163,068"/>	152,486	
<u>Serials</u>	<input type="text" value="2,113"/>	2,530	<input type="text" value="49,340"/>	41,509	
Total	264,865	643,798	474,555	436,575	739,420
Library Circulation	<input type="text" value="19,765"/>	31,309	<input type="text" value="166,934"/>	139,429	186,699

Does your institution have Interlibrary Loan Services ?

<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	<input type="text" value="6,575"/>	8,199
Total interlibrary loans and documents received	<input type="text" value="4,150"/>	4,378

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.

There may be several discrepancies in the data when compared to last year. A new library management system allows us to get much more accurate data. We will have much better data and reporting capacity going forward.

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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, 2018.

		Prior Year Amount
Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<input type="text" value="1"/>	1
Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="1,349,885"/>	1,325,758
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	474,677
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="180,729"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="605,118"/>	
All other materials/services costs	<input type="text" value="35,271"/>	
Total materials/services expenses	821,118	852,675
Operations and maintenance expenses		
<u>Preservation services</u>	<input type="text" value="17,480"/>	
All other operations and maintenance expenses	<input type="text" value="276,810"/>	
Total operations and maintenance expenses	294,290	393,646
Total Expenses	2,946,112	3,046,756
Total Expenses (minus Fringe Benefits)	2,465,293	2,572,079

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.

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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" value="6.00"/>	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" value="12.00"/>	hours	<input type="text"/>	hours	<input type="text" value="2.00"/>	hours	<input type="text" value="2.00"/>	hours
Other offices	<input type="text" value="6.00"/>	hours	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	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 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 2018.

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	238,416	261,979
Databases		168
Media	24,336	163,068
Serials	2,113	49,340
Total Collection	264,865	474,555
Total Circulation	19,765	166,934

Expenses	Amount
Salaries and wages	\$1,349,885
Fringe benefits	\$480,819
Materials/services expenses	\$821,118
Operations and maintenance expenses	\$294,290
Total expenses	\$2,946,112

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Edit Report

Academic Libraries**Hope College (170301)**

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

Upload File	The number entered (24,336) is outside the expected range of between 275,987 and 512,545 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	[2019-01-07] Past counts could only be done for number of items (volumes) not title. This year we used Alma to correctly report on number of physical media items (title count).			
Upload File	The calculated value (264,865) is outside the expected range of between 450,659 and 836,937 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	[2019-01-07] - Past counts were based on the number of volumes, not titles. This year we are able to calculate title count using Alma Analytics. The data in the past was calculated manually and is no longer viable data.			
Upload File	The number entered (19,765) is outside the expected range of between 21,917 and 40,701 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Renewals and circulation of laptops was included in the past. This year we have more accurate reporting.			