

Academic Libraries 2020-21

Institution: University of Washington-Tacoma Campus (377564)

User ID: 88G2561

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**.

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

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.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	137,169	134,653	1,597,734	1,349,382	
<u>Databases</u>			633	621	
<u>Media</u>	9,022	7,237	174,936	169,920	
<u>Serials</u>	1,397	1,389	☒ 264,996	193,793	
Total	147,588	143,279	2,038,299	1,713,716	2,185,887

☒ Library Circulation	☒	10,761	16,170	☒	331,985	110,106	342,746
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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	☒	1	2,662
Total interlibrary loans and documents received	☒	1	2,296

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs
Librarians	7.00
Other Professional Staff	2.00
All Other Paid Staff (Except Student Assistants)	7.00
Student Assistants	4.00
Total	20.00

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	0

i Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	1,087,502	1,177,766

Are staff <u>fringe benefits</u> paid out of the library budget?		
☒	No	
☐	Yes	Total Fringe benefits 0

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	111,430	
<u>Ongoing commitments to subscriptions</u>	436,651	
All other materials/services costs	0	
Total materials/services expenses	☒ 548,081	764,662

Operations and maintenance expenses

<u>Preservation services</u>	0	
All other operations and maintenance expenses	41,365	
Total operations and maintenance expenses	41,365	0

Total Expenses	1,676,948	1,942,428
Total Expenses (minus Fringe Benefits)	1,676,948	1,942,428

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:		Steve Hiller			
Email:		hiller@u.washington.edu			

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
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	1.00	hours	0.50	hours	0.50	hours	0.00	hours
Other offices	3.00	hours	0.00	hours	0.00	hours	0.00	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 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	137,169	1,597,734
Databases		633
Media	9,022	174,936
Serials	1,397	264,996
Total Collection	147,588	2,038,299
Total Circulation	10,761	331,985

Expenses	Amount
Salaries and wages	\$1,087,502
Fringe benefits	N/A
Materials/services expenses	\$548,081
Operations and maintenance expenses	\$41,365
Total expenses	\$1,676,948

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (10,761) is outside the expected range of between 11,319 and 21,021 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Library was closed from March to June due to COVID.			
Screen Entry	The number entered (331,985) is outside the expected range of between 77,075 and 143,137 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Count includes e-serial usage.			
Screen Entry	The number entered (1) is outside the expected range of between 1,864 and 3,460 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary loan for UW Tacoma library is now handled centrally by the UW Seattle Libraries.			
Screen Entry	The number entered (1) is outside the expected range of between 1,608 and 2,984 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Previous count was in error.			
Screen Entry	The number entered (264,996) is outside the expected range of between 135,656 and 251,930 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Recount. FY19 numbers recalculated at 242,934			
Screen: Expenses				
Screen Entry	The calculated value (548,081) is outside the expected range of between 573,497 and 955,827 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	One-time collection purchases are lower in first year of the biennium.			