

Accessing IPEDS Surveys by Year

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Academic Libraries 2014-15

Institution: New Mexico State University-Alamogordo (187994)
User ID: 88G1911

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

Recent changes

The Academic Libraries survey component is new to IPEDS for the 2014-15 collection cycle. The Academic Libraries component for IPEDS replaced the previous Academic Libraries Survey, which was collected from degree-granting postsecondary institutions every other year in odd-numbered years. The new Academic Libraries component is mandatory and will be collected annually in the spring starting with the 2014-15 data collection cycle. Visit the [Academic Libraries Resource](#) page for more information on reporting changes.

Data Reporting Reminders

Report all data for fiscal year (FY) 2014. Fiscal year 2014 is defined as the most recent 12-month period that ends before October 1, 2014, that corresponds to the institution's fiscal year.

Coverage:

A screening question in the Institutional Characteristics (IC) Header component determines the institutional level of reporting for degree-granting institutions on the Academic Libraries component. If the total library expenditures = 0, the institution will not submit the Academic Libraries component. If annual total library expenditures are > 0, the institution will submit Section I of the Academic Libraries component. Institutions with total library expenditures >\$100,000 will report additional expenditures and interlibrary services information in Section II of the Academic Libraries component.

Resources:

To download the survey materials for this component: [Survey Materials](#)
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 Question

Is the library collection entirely electronic?

Yes

No

Library Collections/Circulation

Section I:		
For all degree-granting institutions with library expenditures >0 as reported on IC Header		
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 2014.		
Library Collections	Physical	Digital/Electronic
Books	49,077	1
Databases		21
Media	3,986	0
Total	53,063	22
Library Circulation	3,475	0

Expenditures and Interlibrary Services

Section II:
For degree-granting institutions with
library expenditures > \$100,000 as reported in IC Header

Library expenditures should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2014.

? Indicate the number of branch and independent libraries (exclude the main or central library). 0

? **Expenditures** **Amount**
Total salaries and wages from the library budget 225,626

Are staff fringe benefits paid out of the library budget?
 Yes **Total Fringe benefits** 0
 No

Materials/services expenditures

One-time purchases of <u>books, serial backfiles, and other materials</u>	7,812
Ongoing commitments to <u>subscriptions</u>	11,293
All other materials/service cost	3,050
Total materials/services expenditures	22,155

Operations and maintenance expenditures

Preservation services	50
All other operations and maintenance expenditures	31,137
Total operations and maintenance expenditures	31,187

Total Expenditures 278,968

Total Expenditures (as reported in IC Header) 281,004

Interlibrary Services **Number**
Total interlibrary loans and documents provided to other libraries 283
Total interlibrary loans and documents received 44

Does your library support virtual reference services?
 Yes No

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

Almost all print periodical subscriptions for fiscal year ending June 2014 were cancelled while we did an assessment of library needs.

Prepared by

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 type="radio"/> Academic Library Contact	<input checked="" type="radio"/> Other

Name: Sharon D. Jenkins
Email: djenkins@nmsu.edu

How long did it take to prepare this survey component?	6 hours	45 minutes
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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.

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 2015.

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	49,077	1
Databases		21
Media	3,986	0
Total Collection	53,063	22
Total Circulation	3,475	0

Expenditure	Amount
Salaries and wages	\$225,626
Fringe benefits	N/A
Materials/services expenditures	\$22,155
Operations and maintenance expenditures	\$31,187
Total Expenditures	\$278,968

Academic Libraries

New Mexico State University-Alamogordo (187994)

There are no errors for the selected survey and institution.

Academic Libraries 2015-16

Institution: New Mexico State University-Alamogordo (187994)
User ID: 88G1911

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 2015-16 Academic Libraries component from the 2014-15 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) 2015. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, 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 2015. 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 2015:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

Library Collections/Circulation

Section I:
 For all degree-granting institutions with
 library expenses >0

**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 2015.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	52,253	49,077	⚠ 132,172	1	
Databases			71	21	
Media	4,359	3,986	0	0	
Total	56,612	53,063	⚠ 132,243	22	188,855
Library Circulation	2,229	3,475	657	0	2,886

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

Expenses and Interlibrary Services

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, 2015.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	202,810	225,626
Are staff fringe benefits paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes	Total Fringe benefits	0
Materials/services expenses		
One-time purchases of books, serial backfiles, and other materials	8,938	
Ongoing commitments to subscriptions	7,884	
All other materials/service cost	24,413	
Total materials/services expenses	41,235	22,155
Operations and maintenance expenses		
Preservation services	599	
All other operations and maintenance expenses	15,408	
Total operations and maintenance expenses	16,007	31,187
Total Expenses	260,052	278,968
Total Expenses (minus Fringe Benefits)	260,052	278,968
Interlibrary Services		
	Number	
Total interlibrary loans and documents provided to other libraries	214	283
Total interlibrary loans and documents received	211	44
Does your library support virtual reference services?		
<input checked="" type="radio"/> No	<input type="radio"/> Yes	
You may use the space below to provide context for the data you've reported above.		

Summary**Academic Libraries Component Summary**

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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	52,253	132,172
Databases		71
Media	4,359	0
Total Collection	56,612	132,243
Total Circulation	2,229	657

Expenses	Amount
Salaries and wages	\$202,810
Fringe benefits	N/A
Materials/services expenses	\$41,235
Operations and maintenance expenses	\$16,007
Total expenses	\$260,052

Academic Libraries

New Mexico State University-Alamogordo (187994)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation				
Screen Entry	The number entered (132,172) is outside the expected range of between 1 and 1 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We are part of a group that purchased a large ebook collection.			
Screen Entry	The calculated value (132,243) is outside the expected range of between 16 and 28 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We are part of a group that group that purchased a large ebook collection.			
Screen: Expenses and Interlibrary Services				
Screen Entry	The calculated value (41,235) is outside the expected range of between 16,617 and 27,693 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Bibliographic utilities cost were included.			
Screen Entry	The calculated value (16,007) is outside the expected range of between 20,272 and 42,102 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Bibliographic utilities cost were included.			
Screen Entry	The number entered (211) is outside the expected range of between 31 and 57 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We were closed for 5 months due to renovation so patrons made a higher number of requests than usual to compensate.			

Academic Libraries 2016-17

Institution: New Mexico State University-Alamogordo (187994)
User ID: 88G1911

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 2016-17 Academic Libraries component from the 2015-16 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) 2016. Fiscal year 2016 is defined as the most recent 12-month period that ends before October 1, 2016, 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 2016. 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 2016:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

Library Collections/Circulation and Interlibrary Loan Services

Section I:

For all degree-granting institutions with library expenses >0

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 2016.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	49,970		21,103	132,172	
Databases			70	71	
Media	4,366	4,359	63,666	0	
Serials	145		0		
Total	54,481		84,839		139,320
Library Circulation	977		368	657	1,345

Does your institution have Interlibrary Loan Services ?

- No
 Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	43	214
Total interlibrary loans and documents received	78	211

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, 2016.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	180,057	202,810
Are staff fringe benefits paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes	Total Fringe benefits	0
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	1,530	
Ongoing commitments to subscriptions	5,761	
All other materials/service cost	30,000	
Total materials/services expenses	37,291	41,235
Operations and maintenance expenses		
Preservation services	36	
All other operations and maintenance expenses	24,000	
Total operations and maintenance expenses	24,036	16,007
Total Expenses	241,384	260,052
Total Expenses (minus Fringe Benefits)	241,384	260,052

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

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: Sharon Jenkins
Email: djenkins@nmsu.edu

How long did it take to prepare this survey component?	4 hours	30 minutes
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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.

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 2016.

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	49,970	21,103
Databases		70
Media	4,366	63,666
Serials	145	0
Total Collection	54,481	84,839
Total Circulation	977	368

Expenses	Amount
Salaries and wages	\$180,057
Fringe benefits	N/A
Materials/services expenses	\$37,291
Operations and maintenance expenses	\$24,036
Total expenses	\$241,384

Academic Libraries

New Mexico State University-Alamogordo (187994)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (21,103) is outside the expected range of between 92,521 and 171,823 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Over 100,000 records for ebooks were purged due to a change in the providers policies.			
Screen Entry	The number entered (43) is outside the expected range of between 150 and 278 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Our ILL system has been malfunctioning for months which impedes our ability to successfully perform ILLs. Additionally the library was closed for the first 3 months of that fiscal year due to some renovations.			
Screen Entry	The number entered (78) is outside the expected range of between 148 and 274 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Our ILL system has been malfunctioning for months which impedes our ability to successfully perform ILLs. Additionally the library was closed for the first 3 months of that fiscal year due to some renovations.			
Screen: Expenses				
Screen Entry	The calculated value (24,036) is outside the expected range of between 10,405 and 21,609 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This line item was increased in the budget to offset maintenance contract increases from vendors.			

Academic Libraries 2017-18

Institution: New Mexico State University-Alamogordo (187994)

User ID: 88G1911

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 |
|-----------------------|---------------------|----------------------------------|------------------------------------|

Is the library collection entirely electronic?

- | | | | |
|----------------------------------|----|-----------------------|-----|
| <input checked="" type="radio"/> | No | <input type="radio"/> | Yes |
|----------------------------------|----|-----------------------|-----|

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.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	50,601	49,970	21,103	21,103	
Databases			75	70	
Media	4,020	4,366	66,352	63,666	
Serials	143	145	0	0	
Total	54,764	54,481	87,530	84,839	142,294

Library Circulation	1,291	977	394	368	1,685
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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	139	43
Total interlibrary loans and documents received	43	78

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).		0
? Expenses		Amount
Total <u>salaries and wages</u> for the library staff		193,973
		180,057
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes		
Total Fringe benefits		50,125
		0
Materials/services expenses		
One-time purchases of <u>books, serial backfiles,</u> and other materials		4,805
<u>Ongoing commitments to subscriptions</u>		5,028
All other materials/service cost		32,310
Total materials/services expenses		42,143
		37,291
Operations and maintenance expenses		
<u>Preservation services</u>		278
All other operations and maintenance expenses		25,512
Total operations and maintenance expenses		25,790
		24,036
Total Expenses		312,031
		241,384
Total Expenses (minus Fringe Benefits)		261,906
		241,384

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 type="radio"/>	Academic Library Contact	<input checked="" type="radio"/>	Other
Name:	<input type="text" value="Sharon Jenkins"/>				
Email:	<input type="text" value="djenkins@nmsu.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?

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="2.50"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="0.50"/> hours	<input type="text" value="0.50"/> hours
Other offices	<input type="text" value="0.50"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

Summary**Academic Libraries Component Summary**

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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	50,601	21,103
Databases		75
Media	4,020	66,352
Serials	143	0
Total Collection	54,764	87,530
Total Circulation	1,291	394

Expenses	Amount
Salaries and wages	\$193,973
Fringe benefits	\$50,125
Materials/services expenses	\$42,143
Operations and maintenance expenses	\$25,790
Total expenses	\$312,031

Academic Libraries

New Mexico State University-Alamogordo (187994)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (1,291) is outside the expected range of between 684 and 1,270 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We were closed for a portion of the previous reporting period.			
Screen Entry	The number entered (139) is outside the expected range of between 31 and 55 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We only provided loans for a portion of the previous year. This reporting period we provided loans the entire 12 month fiscal year.			
Screen Entry	The number entered (43) is outside the expected range of between 55 and 101 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We are still experiencing problems with ILLIAD, but mostly reduced demand accounts for the differences this reporting period.			
Screen: Expenses				
Screen Entry	Your response to whether staff fringe benefits are paid out of the library budget is expected to be the same as your response in the prior year Academic Libraries survey. Please correct your data or explain. (Error #15014)	Explanation	Yes	
Reason:	It was erroneously reported last year that fringes were not paid out of the Library Budget. They are paid from the Library Budget according to the NMSU Budget Office.			
Screen Entry	The calculated value (312,031) is outside the expected range of between 193,108 and 289,660 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Fringe benefits are paid from the Library Budget. Correcting this information for this year (it was wrong last year) has caused the total budget to increase, while the budget without fringe benefits has remained within range.			

Institution: New Mexico State University-Alamogordo (187994)
User ID: 88G1911

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 no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the [Academic Libraries Resource](#) page for additional reporting resources.

Data Reporting Reminders

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.

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 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.

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 2018:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

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.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	50,465	50,601	21,103	21,103	
Databases			71	75	
Media	4,020	4,020	67,923	66,352	
Serials	145	143	0	0	
Total	54,630	54,764	89,097	87,530	143,727
Library Circulation	887	1,291	203	394	1,090

Does your institution have Interlibrary Loan Services ?

No

Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	119	139
Total interlibrary loans and documents received	47	43

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, 2018.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	⚠ 139,136	193,973
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	46,870
		50,125
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	2,598	
Ongoing commitments to subscriptions	4,500	
All other materials/services costs	29,804	
Total materials/services expenses	36,902	42,143
Operations and maintenance expenses		
Preservation services	215	
All other operations and maintenance expenses	24,353	
Total operations and maintenance expenses	24,568	25,790
Total Expenses	⚠ 247,476	312,031
Total Expenses (minus Fringe Benefits)	200,606	261,906
<p>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.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		

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 type="radio"/> Academic Library Contact | <input type="radio"/> Other |

Name: Sharon Jenkins

Email: djenkins@nmsu.edu

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

5.00 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	2.00 hours	1.50 hours	1.00 hours	1.00 hours
Other offices	hours	hours	hours	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 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	50,465	21,103
Databases		71
Media	4,020	67,923
Serials	145	0
Total Collection	54,630	89,097
Total Circulation	887	203

Expenses	Amount
Salaries and wages	\$139,136
Fringe benefits	\$46,870
Materials/services expenses	\$36,902
Operations and maintenance expenses	\$24,568
Total expenses	\$247,476

Academic Libraries

New Mexico State University-Alamogordo (187994)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (887) is outside the expected range of between 904 and 1,678 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reduced on-campus student population resulting in lower circulation.			
Screen Entry	The number entered (203) is outside the expected range of between 276 and 512 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reductions in total student population results in lower circulation overall.			
Screen: Expenses				
Screen Entry	The number entered (139,136) is outside the expected range of between 155,179 and 232,767 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	One professional staff person was moved to another department, so their salary no longer comes out of the library budget.			
Screen Entry	The calculated value (247,476) is outside the expected range of between 249,625 and 374,437 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	I looks like this calculated figure comes from the error previously reported about fringe benefits and also because of one less professional staff person.			

Institution: New Mexico State University-Alamogordo (187994)
User ID: 88G1911

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.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, 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 2019. 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

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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 2019:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	55,032	50,465	20,000	21,103	
Databases			70	71	
Media	4,016	4,020	66,000	67,923	
Serials	148	145	0	0	
Total	59,196	54,630	86,070	89,097	145,266
Library Circulation	904	887	188	203	1,092

Does your institution have Interlibrary Loan Services ?

No

Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	127	119
Total interlibrary loans and documents received	52	47

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, 2019.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	138,583	139,136
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	46,850
		46,870
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	843	
Ongoing commitments to subscriptions	4,659	
All other materials/services costs	32,297	
Total materials/services expenses	37,799	36,902
Operations and maintenance expenses		
Preservation services	150	
All other operations and maintenance expenses	13,890	
Total operations and maintenance expenses	14,040	24,568
Total Expenses	237,272	247,476
Total Expenses (minus Fringe Benefits)	190,422	200,606

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Prepared by

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Name: Sharon Jenkins

Email: djenkins@nmsu.edu

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Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	2.00hours	1.00hours	0.50hours	0.50hours
Other offices	0.50hours	hours	hours	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 2019.

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	55,032	20,000
Databases		70
Media	4,016	66,000
Serials	148	0
Total Collection	59,196	86,070
Total Circulation	904	188

Expenses	Amount
Salaries and wages	\$138,583
Fringe benefits	\$46,850
Materials/services expenses	\$37,799
Operations and maintenance expenses	\$14,040
Total expenses	\$237,272

Academic Libraries

New Mexico State University-Alamogordo (187994)

Source	Description	Severity	Resolved	Options
Screen: Expenses				
Screen Entry	The calculated value (14,040) is outside the expected range of between 15,970 and 33,166 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	These are actual expenses reflecting reduced budget for these line items as well as cancellation of maintenance contract on old security gate.			