

Accessing IPEDS Surveys by Year

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Academic Libraries 2014-15

Institution: New Mexico State University-Carlsbad (188003)

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	18,553	249
Databases		38
Media	2,656	0
Total	21,209	287
Library Circulation	694	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). 1

? **Expenditures** **Amount**
Total **salaries and wages** from the library budget 196,600

Are staff **fringe benefits** paid out of the library budget?

Yes

Total Fringe benefits

No

Materials/services expenditures

One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	13,941
Ongoing commitments to subscriptions	55,491
All other materials/service cost	16,892
Total materials/services expenditures	86,324

Operations and maintenance expenditures

Preservation services	722
All other operations and maintenance expenditures	18,173
Total operations and maintenance expenditures	18,895

Total Expenditures 301,819

Total Expenditures (as reported in IC Header) 354,920

Interlibrary Services	Number
Total interlibrary loans and documents provided to other libraries	175
Total interlibrary loans and documents received	60

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.

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: Akilah S. Nosakhere
Email: anosa7@nmsu.edu

How long did it take to prepare this survey component?	27 hours	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	18,553	249
Databases		38
Media	2,656	0
Total Collection	21,209	287
Total Circulation	694	0

Expenditure	Amount
Salaries and wages	\$196,600
Fringe benefits	N/A
Materials/services expenditures	\$86,324
Operations and maintenance expenditures	\$18,895
Total Expenditures	\$301,819

Academic Libraries

New Mexico State University-Carlsbad (188003)

There are no errors for the selected survey and institution.

Academic Libraries 2015-16

Institution: New Mexico State University-Carlsbad (188003)

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	19,421	18,553	249	249	
Databases			38	38	
Media	2,662	2,656	49,589	0	
Total	22,083	21,209	⚠ 49,876	287	71,959
Library Circulation	637	694	2,218	0	2,855

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

Reflects collection of streaming video

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).		1	1
? Expenses		Amount	
Total salaries and wages for the library staff		181,370	196,600
Are staff fringe benefits paid out of the library budget?			
<input checked="" type="radio"/> No			
<input type="radio"/> Yes		Total Fringe benefits	
		0	0
Materials/services expenses			
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials		23,048	
Ongoing commitments to subscriptions		51,973	
All other materials/service cost		326	
Total materials/services expenses		75,347	86,324
Operations and maintenance expenses			
Preservation services		28	
All other operations and maintenance expenses		42,777	
Total operations and maintenance expenses		42,805	18,895
Total Expenses		299,522	301,819
Total Expenses (minus Fringe Benefits)		299,522	301,819

Interlibrary Services		Number	
Total interlibrary loans and documents provided to other libraries		186	175
Total interlibrary loans and documents received		36	60

Does your library support virtual reference services?

No

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	19,421	249
Databases		38
Media	2,662	49,589
Total Collection	22,083	49,876
Total Circulation	637	2,218

Expenses	Amount
Salaries and wages	\$181,370
Fringe benefits	N/A
Materials/services expenses	\$75,347
Operations and maintenance expenses	\$42,805
Total expenses	\$299,522

Academic Libraries

New Mexico State University-Carlsbad (188003)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation				
Screen Entry	The calculated value (49,876) is outside the expected range of between 201 and 373 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Reflects collection of streaming video			
Screen: Expenses and Interlibrary Services				
Screen Entry	The calculated value (42,805) is outside the expected range of between 12,282 and 25,508 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Previously we didn't report such expenses as; travel, postage, telephone, freight etc.			
Screen Entry	The number entered (36) is outside the expected range of between 42 and 78 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Students need for ILL's have decreased due to our growing collection of books, electronic resources such as ebooks.			

Academic Libraries 2016-17

Institution: New Mexico State University-Carlsbad (188003)

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	19,956		249	249	
Databases			38	38	
Media	2,674	2,662	61,650	49,589	
Serials	76				
Total	22,706		61,937		84,643
Library Circulation	672		2,435	2,218	3,107

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	163	186
Total interlibrary loans and documents received	54	36

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](#).

Media reflects the collection of streaming videos. Digital circulation does not include e-serials or repository documents.

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).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	202,447	181,370
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	25,969	
Ongoing commitments to subscriptions	46,696	
All other materials/service cost	48	
Total materials/services expenses	72,713	75,347
Operations and maintenance expenses		
Preservation services	437	
All other operations and maintenance expenses	28,845	
Total operations and maintenance expenses	29,282	42,805
Total Expenses	304,442	299,522
Total Expenses (minus Fringe Benefits)	304,442	299,522

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

Name: Lupe Bernal
Email: gbernal@nmsu.edu

How long did it take to prepare this survey component?	10hours	55minutes
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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	19,956	249
Databases		38
Media	2,674	61,650
Serials	76	
Total Collection	22,706	61,937
Total Circulation	672	2,435

Expenses	Amount
Salaries and wages	\$202,447
Fringe benefits	N/A
Materials/services expenses	\$72,713
Operations and maintenance expenses	\$29,282
Total expenses	\$304,442

Academic Libraries

New Mexico State University-Carlsbad (188003)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (54) is outside the expected range of between 26 and 46 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The number of ILL requests increased.			

Academic Libraries 2017-18

Institution: New Mexico State University-Carlsbad (188003)

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	18,484	19,956	204,902	249	
Databases			35	38	
Media	1,868	2,674	62,296	61,650	
Serials	76	76	10	0	
Total	20,428	22,706	267,243	61,937	287,671

Library Circulation	763	672	6,300	2,435	7,063
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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	141	163
Total interlibrary loans and documents received	26	54

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 branch and independent libraries (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="175,916"/>	202,447
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	0
	<input type="text" value="63,445"/>	
Materials/services expenses		
One-time purchases of <u>books, serial backfiles,</u> and other materials	<input type="text" value="2,162"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="44,292"/>	
All other materials/service cost	<input type="text" value="0"/>	
Total materials/services expenses	<input type="text" value="46,454"/>	72,713
Operations and maintenance expenses		
<u>Preservation services</u>	<input type="text" value="28"/>	
All other operations and maintenance expenses	<input type="text" value="25,173"/>	
Total operations and maintenance expenses	<input type="text" value="25,201"/>	29,282
Total Expenses	311,016	304,442
Total Expenses (minus Fringe Benefits)	247,571	304,442

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="Samantha Villa"/>				
Email:	<input type="text" value="svilla@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)
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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="2.00"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.50"/> 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	18,484	204,902
Databases		35
Media	1,868	62,296
Serials	76	10
Total Collection	20,428	267,243
Total Circulation	763	6,300

Expenses	Amount
Salaries and wages	\$175,916
Fringe benefits	\$63,445
Materials/services expenses	\$46,454
Operations and maintenance expenses	\$25,201
Total expenses	\$311,016

Academic Libraries

New Mexico State University-Carlsbad (188003)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (1,868) is outside the expected range of between 1,872 and 3,476 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Removed all VHS titles from collection.			
Screen Entry	The number entered (26) is outside the expected range of between 38 and 70 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Students did not place requests as much as they did the previous year. Some items that were requested from other libraries were declined.			
Screen Entry	The prior year value for the institution was 0. The current year value is (10). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason:	We now subscribe to an eMagazine platform (Flipster). This platform includes 10 magazine titles.			
Screen Entry	The number entered (204,902) is outside the expected range of between 175 and 323 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We misinterpreted this question last IPEDS report. We only included purchased items, not all items (leased and purchased) that are found in the discovery service.			
Screen Entry	The calculated value (267,243) is outside the expected range of between 43,356 and 80,518 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We did not provide count that included all leased/searchable eBook titles in the last IPEDS. We only included purchased titles.			
Screen Entry	The number entered (6,300) is outside the expected range of between 1,705 and 3,165 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Increase in digital eBook and media usage.			
Screen: Expenses				
Screen Entry	The calculated value (46,454) is outside the expected range of between 54,535 and 90,891 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	On the previous IPEDS, there was a larger amount of books, serials, and other materials purchased than the current reporting year.			
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.			

Institution: New Mexico State University-Carlsbad (188003)
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	18,634	18,484	221,351	204,902	
Databases			35	35	
Media	1,888	1,868	67,432	62,296	
Serials	74	76	14	10	
Total	20,596	20,428	288,832	267,243	309,428
Library Circulation	698	763	5,942	6,300	6,640

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	177	141
Total interlibrary loans and documents received	34	26

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).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	192,185	175,916
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	63,445
	65,204	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	9,904	
Ongoing commitments to subscriptions	49,567	
All other materials/services costs	1,434	
Total materials/services expenses	60,905	46,454
Operations and maintenance expenses		
Preservation services	28	
All other operations and maintenance expenses	14,056	
Total operations and maintenance expenses	14,084	25,201
Total Expenses	332,378	311,016
Total Expenses (minus Fringe Benefits)	267,174	247,571

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: Samantha

Email: svilla@nmsu.edu

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

2.00 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	5.00 hours	2.00 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	18,634	221,351
Databases		35
Media	1,888	67,432
Serials	74	14
Total Collection	20,596	288,832
Total Circulation	698	5,942

Expenses	Amount
Salaries and wages	\$192,185
Fringe benefits	\$65,204
Materials/services expenses	\$60,905
Operations and maintenance expenses	\$14,084
Total expenses	\$332,378

Academic Libraries

New Mexico State University-Carlsbad (188003)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (34) is outside the expected range of between 19 and 33 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We had an increased amount of requests.			
Screen Entry	The number entered (14) is outside the expected range of between 7 and 13 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We subscribed to 4 more digital magazines since last report.			
Screen: Expenses				
Screen Entry	The calculated value (60,905) is outside the expected range of between 34,841 and 58,067 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We purchased more books than the previous year and database pricing increased			
Screen Entry	The calculated value (14,084) is outside the expected range of between 16,381 and 34,021 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Reduction of operation and maintenance expenses.			

Institution: New Mexico State University-Carlsbad (188003)
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

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 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	19,921	18,634	231,890	221,351	
Databases			37	35	
Media	2,689	1,888	67,354	67,432	
Serials	72	74	16	14	
Total	22,682	20,596	299,297	288,832	321,979
Library Circulation	1,000	698	2,500	5,942	3,500

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	176	177
Total interlibrary loans and documents received	13	34

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 <u>branch and independent libraries</u> (exclude the main or central library).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	202,980	192,185
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	65,204
	68,688	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	4,436	
Ongoing commitments to subscriptions	37,344	
All other materials/services costs	0	
Total materials/services expenses	41,780	60,905
Operations and maintenance expenses		
Preservation services	28	
All other operations and maintenance expenses	6,887	
Total operations and maintenance expenses	6,915	14,084
Total Expenses	320,363	332,378
Total Expenses (minus Fringe Benefits)	251,675	267,174

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: Samantha Villa

Email: svilla@nmsu.edu

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

2.00 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	5.00 hours	2.00 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 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	19,921	231,890
Databases		37
Media	2,689	67,354
Serials	72	16
Total Collection	22,682	299,297
Total Circulation	1,000	2,500

Expenses	Amount
Salaries and wages	\$202,980
Fringe benefits	\$68,688
Materials/services expenses	\$41,780
Operations and maintenance expenses	\$6,915
Total expenses	\$320,363

Academic Libraries

New Mexico State University-Carlsbad (188003)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (2,689) is outside the expected range of between 1,322 and 2,454 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reporting system has improved.			
Screen Entry	The number entered (1,000) is outside the expected range of between 489 and 907 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reporting system has improved.			
Screen Entry	The number entered (2,500) is outside the expected range of between 4,160 and 7,724 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Input error last report. Should have been 1927			
Screen Entry	The number entered (13) is outside the expected range of between 24 and 44 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Less ILL's received.			
Screen: Expenses				
Screen Entry	The calculated value (41,780) is outside the expected range of between 45,679 and 76,131 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Cutback in anticipation of budget cut.			
Screen Entry	The calculated value (6,915) is outside the expected range of between 9,155 and 19,013 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	No other materials/services costs used.			