

Accessing IPEDS Surveys by Year

This file contains multiple years of the IPEDS survey. To avoid scrolling through all years, the Bookmarks feature will allow you to go to specific years.

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Academic Libraries 2014-15

Institution: New Mexico State University-Dona Ana (187620)
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	13,257	30,010
Databases		69
Media	3,612	3
Total	16,869	30,082
Library Circulation	4,679	4,429,623

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 522,389

Are staff fringe benefits paid out of the library budget?

<input checked="" type="radio"/>	Yes	Total Fringe benefits	152,852
<input type="radio"/>	No		

Materials/services expenditures

One-time purchases of books, serial backfiles, and other materials	29,009
Ongoing commitments to subscriptions	95,632
All other materials/service cost	3,918
Total materials/services expenditures	128,559

Operations and maintenance expenditures

Preservation services	1,272
All other operations and maintenance expenditures	182,304
Total operations and maintenance expenditures	183,576

Total Expenditures **987,376**

Total Expenditures (as reported in IC Header) **802,265**

Interlibrary Services	Number
Total interlibrary loans and documents provided to other libraries	12
Total interlibrary loans and documents received	43

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: Tammy Powers
Email: welchta@nmsu.edu

How long did it take to prepare this survey component?	10hours	0minutes
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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	13,257	30,010
Databases		69
Media	3,612	3
Total Collection	16,869	30,082
Total Circulation	4,679	4,429,623

Expenditure	Amount
Salaries and wages	\$522,389
Fringe benefits	\$152,852
Materials/services expenditures	\$128,559
Operations and maintenance expenditures	\$183,576
Total Expenditures	\$987,376

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Expenditures and Interlibrary Services				
Screen Entry	The amount entered for Total Expenditures is outside the expected range of between \$641,812 and \$962,718 when compared to the Total Expenditures reported in IC Header. Please correct your data or explain. (Error #15003)	Explanation	Yes	
Reason:	We do have grant expenditures that are outside of budgeted funds. This clouds the overall expenditures total. Lastly, two different authorities compiled information.			

Academic Libraries 2015-16

Institution: New Mexico State University-Dona Ana (187620)

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	12,728	13,257	141,387	30,010	
Databases			74	69	
Media	2,820	3,612	3	3	
Total	15,548	16,869	141,464	30,082	157,012
Library Circulation	2,337	4,679	2,640	4,429,623	4,977

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

For Digital/Electronic Books, this years total includes a state-wide consortial purchase.

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 <u>branch and independent libraries</u> (exclude the main or central library).	3	1
? Expenses	Amount	
Total salaries and wages for the library staff	511,350	522,389
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	152,852
Total Fringe benefits		
163,229		
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	36,296	
Ongoing commitments to subscriptions	96,985	
All other materials/service cost	2,703	
Total materials/services expenses	135,984	128,559
Operations and maintenance expenses		
Preservation services	1,310	
All other operations and maintenance expenses	125,427	
Total operations and maintenance expenses	126,737	183,576
Total Expenses	937,300	987,376
Total Expenses (minus Fringe Benefits)	774,071	834,524

Interlibrary Services	Number	
Total interlibrary loans and documents provided to other libraries	135	12
Total interlibrary loans and documents received	42	43

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.

Total interlibrary loans and documents provided to other libraries was confirmed.

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	12,728	141,387
Databases		74
Media	2,820	3
Total Collection	15,548	141,464
Total Circulation	2,337	2,640

Expenses	Amount
Salaries and wages	\$511,350
Fringe benefits	\$163,229
Materials/services expenses	\$135,984
Operations and maintenance expenses	\$126,737
Total expenses	\$937,300

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation				
Screen Entry	The number entered (141,387) is outside the expected range of between 21,007 and 39,013 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	This year's total for Digital/Electronic Books includes state-wide consortial purchase.			
Screen Entry	The calculated value (141,464) is outside the expected range of between 21,058 and 39,106 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	A state-wide consortial purchase of digital and electronic books increased the total for this year.			
Screen: Expenses and Interlibrary Services				
Screen Entry	The number of branch and independent libraries is expected to be equal to the prior year value. Please correct your data or explain. (Error #15021)	Explanation	Yes	
Reason:	Small libraries were established at two additional locations.			
Screen Entry	The number entered (135) is outside the expected range of between 9 and 15 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Total interlibrary loans and documents provided to other libraries was confirmed.			

Academic Libraries 2016-17

Institution: New Mexico State University-Dona Ana (187620)
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	11,158		128,684	141,387	
Databases			74	74	
Media	1,983	2,820	3	3	
Serials	191		0		
Total	13,332		128,761		142,093
Library Circulation	5,082		804	5,521	5,886

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	86	135
Total interlibrary loans and documents received	44	42

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).	3	3
? Expenses	Amount	
Total salaries and wages for the library staff	428,408	511,350
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	140,312
		163,229
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	37,505	
Ongoing commitments to subscriptions	72,544	
All other materials/service cost	1,040	
Total materials/services expenses	111,089	135,984
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	90,349	
Total operations and maintenance expenses	90,349	126,737
Total Expenses	770,158	937,300
Total Expenses (minus Fringe Benefits)	629,846	774,071

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: Tammy Powers
Email: welchta@nmsu.edu

How long did it take to prepare this survey component?	1 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 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	11,158	128,684
Databases		74
Media	1,983	3
Serials	191	0
Total Collection	13,332	128,761
Total Circulation	5,082	804

Expenses	Amount
Salaries and wages	\$428,408
Fringe benefits	\$140,312
Materials/services expenses	\$111,089
Operations and maintenance expenses	\$90,349
Total expenses	\$770,158

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (86) is outside the expected range of between 95 and 175 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Declining enrollment means fewer students available to make requests.			

Academic Libraries 2017-18

Institution: New Mexico State University-Dona Ana (187620)

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	11,463	11,158	128,684	128,684	
Databases			74	74	
Media	2,131	1,983	3	3	
Serials	133	191	0	0	
Total	13,727	13,332	128,761	128,761	142,488

Library Circulation	3,623	5,082	1,104	804	4,727
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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	87	86
Total interlibrary loans and documents received	69	44

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="3"/>	3

Expenses	Amount	
Total salaries and wages for the library staff	<input type="text" value="426,054"/>	428,408

Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	<input type="text" value="118,360"/>
		140,312

Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	<input type="text" value="70,331"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="72,122"/>	
All other materials/service cost	<input type="text" value="18,000"/>	
Total materials/services expenses	<input type="text" value="160,453"/>	111,089

Operations and maintenance expenses		
<u>Preservation services</u>	<input type="text" value="0"/>	
All other operations and maintenance expenses	<input type="text" value="91,523"/>	
Total operations and maintenance expenses	<input type="text" value="91,523"/>	90,349

Total Expenses	<input type="text" value="796,390"/>	770,158
Total Expenses (minus Fringe Benefits)	<input type="text" value="678,030"/>	629,846

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="TAMMY POWERS"/>				
Email:	<input type="text" value="WELCHTA@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="5.00"/>	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="5.00"/>	hours	<input type="text" value="1.00"/>	hours	<input type="text" value="1.00"/>	hours	<input type="text" value="1.00"/>	hours
Other offices	<input type="text" value="1.00"/>	hours	<input type="text" value="1.00"/>	hours	<input type="text" value="0.00"/>	hours	<input type="text" value="0.00"/>	hours

Summary**Academic Libraries Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears 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	11,463	128,684
Databases		74
Media	2,131	3
Serials	133	0
Total Collection	13,727	128,761
Total Circulation	3,623	1,104

Expenses	Amount
Salaries and wages	\$426,054
Fringe benefits	\$118,360
Materials/services expenses	\$160,453
Operations and maintenance expenses	\$91,523
Total expenses	\$796,390

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (69) 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 provide services for four different locations. More requests were seen from our smaller campuses meaning the services and their availability are more visible.			
Screen Entry	The number entered (1,104) is outside the expected range of between 563 and 1,045 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Digital Activity continues to increase.			
Screen Entry	The number entered (133) is outside the expected range of between 134 and 248 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	There appears to be less interest in Physical Serials right now.			
Screen: Expenses				
Screen Entry	The calculated value (160,453) is outside the expected range of between 83,317 and 138,861 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Information for both years was vetted by our Business Office. More purchases were available due to overlapping general obligation bonds as well.			

Institution: New Mexico State University-Dona Ana (187620)
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	12,865	11,463	247,755	128,684	
Databases			72	74	
Media	1,691	2,131	2	3	
Serials	266	133	73,201	0	
Total	14,822	13,727	321,030	128,761	335,852
Library Circulation	2,880	3,623	1,251	1,104	4,131

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	81	87
Total interlibrary loans and documents received	108	69

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).	3	3
? Expenses	Amount	
Total salaries and wages for the library staff	420,597	426,054
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	149,925
Materials/services expenses		
One-time purchases of books, serial back-files, and other materials	56,110	
Ongoing commitments to subscriptions	64,096	
All other materials/services costs	88,303	
Total materials/services expenses	208,509	160,453
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	122,908	
Total operations and maintenance expenses	122,908	91,523
Total Expenses	901,939	796,390
Total Expenses (minus Fringe Benefits)	752,014	678,030
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: TAMMY POWERS

Email: WELCHTA@NMSU.EDU

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

3.00 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	1.00 hours	1.00 hours	1.00 hours
Other offices	5.00 hours	1.00 hours	0.00 hours	0.00 hours

Summary**Academic Libraries Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears 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	12,865	247,755
Databases		72
Media	1,691	2
Serials	266	73,201
Total Collection	14,822	321,030
Total Circulation	2,880	1,251

Expenses	Amount
Salaries and wages	\$420,597
Fringe benefits	\$149,925
Materials/services expenses	\$208,509
Operations and maintenance expenses	\$122,908
Total expenses	\$901,939

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (2) is outside the expected range of between 3 and 3 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Electronic items were no longer accessible.			
Screen Entry	The calculated value (321,030) is outside the expected range of between 90,133 and 167,389 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	User data input error for electronic serials last year has caused an issue this year for the total amount.			
Screen Entry	The number entered (108) is outside the expected range of between 49 and 89 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	A new website and promotion may have led to more users requesting and receiving materials either within the system or outside the system.			
Screen Entry	The number entered (266) is outside the expected range of between 94 and 172 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We changed to a new system and it counts things differently. We are no longer able to distinguish parts of our collection from the four year institution compared to the community college "branches".			
Screen Entry	The prior year value for the institution was 0. The current year value is (73,201). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason:	There must have been a data error on my part last year, where a zero was entered and we do have actual items in this collection aspect.			
Screen Entry	The number entered (247,755) is outside the expected range of between 90,079 and 167,289 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	These e-titles were available in our Discovery search service last fiscal year. The total number of titles fluctuates due to a state-wide agreement with vendors.			
Screen: Expenses				
Screen Entry	The number entered (149,925) is outside the expected range of between 94,688 and 142,032 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We have staff fluctuations each year due to staff leaving and then the ability to rehire.			
Screen Entry	The calculated value (208,509) is outside the expected range of between 120,340 and 200,566 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We have state general obligation funds that are provided in different years. The amount varies. There is also a consortium dollars "allowance" that provides for statewide purchasing. This makes each year unique.			

Institution: New Mexico State University-Dona Ana (187620)
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	11,948	12,865	231,256	247,755	
Databases			72	72	
Media	2,405	1,691	2	2	
Serials	106	266	114,261	73,201	
Total	14,459	14,822	345,591	321,030	360,050
Library Circulation	4,048	2,880	1,627	1,251	5,675

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	134	81
Total interlibrary loans and documents received	90	108

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).	3	3
? Expenses	Amount	
Total salaries and wages for the library staff	378,898	420,597
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	149,925
Materials/services expenses		
One-time purchases of <u>books, serial back-files, and other materials</u>	27,543	
<u>Ongoing commitments to subscriptions</u>	113,167	
All other materials/services costs	550	
Total materials/services expenses	141,260	208,509
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	80,123	
Total operations and maintenance expenses	80,123	122,908
Total Expenses	727,205	901,939
Total Expenses (minus Fringe Benefits)	600,281	752,014

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: Tammy Powers		
Email: welchta@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)
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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	20.00hours	3.00hours	2.00hours	1.00hours
Other offices	10.00hours	1.00hours	0.00hours	1.00hours

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	11,948	231,256
Databases		72
Media	2,405	2
Serials	106	114,261
Total Collection	14,459	345,591
Total Circulation	4,048	1,627

Expenses	Amount
Salaries and wages	\$378,898
Fringe benefits	\$126,924
Materials/services expenses	\$141,260
Operations and maintenance expenses	\$80,123
Total expenses	\$727,205

Academic Libraries

New Mexico State University-Dona Ana (187620)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (2,405) is outside the expected range of between 1,184 and 2,198 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We received a GO Bond appropriation that had to be spent, so we had more available funds that had to be spent quickly on circulating items.			
Screen Entry	The number entered (4,048) is outside the expected range of between 2,016 and 3,744 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Due to the addition of more popular items, including print and DVDs, we have seen an increase in overall use of the collection.			
Screen Entry	The number entered (134) is outside the expected range of between 57 and 105 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We have increased our holdings of "popular fiction" in categories including print and DVDs. These are very popular for loan purposes and we have tracked the increase to these types of items.			
Screen Entry	The number entered (106) is outside the expected range of between 187 and 345 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We began a project to review titles with departments due to overall cost and circulation. Due to these two factors, our physical serial holdings were reduced.			
Screen Entry	The number entered (1,627) is outside the expected range of between 876 and 1,626 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	With an increase of online materials, more circulation occurred.			
Screen Entry	The number entered (114,261) is outside the expected range of between 51,241 and 95,161 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Our vendors increased their titles available from our database sources.			
Screen: Expenses				
Screen Entry	The calculated value (141,260) is outside the expected range of between 156,382 and 260,636 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This year's expenses were not as supported by General Obligation bond funds compared to other years in a multiple year cycle.			