

Accessing IPEDS Surveys by Year

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Academic Libraries 2014-15

Institution: New Mexico State University-Grants (188021)
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	39,519	2
Databases		18
Media	4,516	1
Total	44,035	21
Library Circulation	509	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 112,762

Are staff fringe benefits paid out of the library budget?

<input checked="" type="radio"/>	Yes	Total Fringe benefits	30,792
<input type="radio"/>	No		

Materials/services expenditures

One-time purchases of books, serial backfiles, and other materials	18,680
Ongoing commitments to subscriptions	22,377
All other materials/service cost	7,122
Total materials/services expenditures	48,179

Operations and maintenance expenditures

Preservation services	0
All other operations and maintenance expenditures	4,204
Total operations and maintenance expenditures	4,204

Total Expenditures **!** 195,937

Total Expenditures (as reported in IC Header) 149,994

Interlibrary Services	Number
Total interlibrary loans and documents provided to other libraries	54
Total interlibrary loans and documents received	25

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: Cecilia Stafford
Email: stafford@nmsu.edu

How long did it take to prepare this survey component?	6 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	39,519	2
Databases		18
Media	4,516	1
Total Collection	44,035	21
Total Circulation	509	0

Expenditure	Amount
Salaries and wages	\$112,762
Fringe benefits	\$30,792
Materials/services expenditures	\$48,179
Operations and maintenance expenditures	\$4,204
Total Expenditures	\$195,937

Academic Libraries

New Mexico State University-Grants (188021)

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 \$119,996 and \$179,992 when compared to the Total Expenditures reported in IC Header. Please correct your data or explain. (Error #15003)	Explanation	Yes	
Reason:	This amount includes materials purchases with Title V Co-op Grant funds that are not part of the regular operating budget, but fell within the reporting period.			

Academic Libraries 2015-16

Institution: New Mexico State University-Grants (188021)

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	37,500	39,519	2	2	
Databases			19	18	
Media	4,500	4,516	1	1	
Total	42,000	44,035	22	21	42,022
Library Circulation	385	509	200	0	585

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

Expenses and Interlibrary Services

Section II: For degree-granting institutions with library expenses >= \$100,000

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2015.

		Prior Year Amount	
? Indicate the number of branch and independent libraries (exclude the main or central library).	1		1
? Expenses	Amount		
Total salaries and wages for the library staff	113,110		112,762
Are staff fringe benefits paid out of the library budget?			
<input type="radio"/> No			
<input checked="" type="radio"/> Yes	Total Fringe benefits	33,309	30,792
Materials/services expenses			
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	20,000		
Ongoing commitments to subscriptions	10,000		
All other materials/service cost	7,800		
Total materials/services expenses	37,800		48,179
Operations and maintenance expenses			
Preservation services	0		
All other operations and maintenance expenses	3,208		
Total operations and maintenance expenses	3,208		4,204
Total Expenses	187,427		195,937
Total Expenses (minus Fringe Benefits)	154,118		165,145

Interlibrary Services	Number		
Total interlibrary loans and documents provided to other libraries	77		54
Total interlibrary loans and documents received	8		25

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.

We do not have a virtual reference software program, but we respond to email questions.

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	37,500	2
Databases		19
Media	4,500	1
Total Collection	42,000	22
Total Circulation	385	200

Expenses	Amount
Salaries and wages	\$113,110
Fringe benefits	\$33,309
Materials/services expenses	\$37,800
Operations and maintenance expenses	\$3,208
Total expenses	\$187,427

Academic Libraries

New Mexico State University-Grants (188021)

Source	Description	Severity	Resolved	Options
Screen: Expenses and Interlibrary Services				
Screen Entry	The number entered (77) 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:	We received quite a few more request to loan books and documents than the prior reporting year.			
Screen Entry	The number entered (8) is outside the expected range of between 18 and 32 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Our on-campus student population has decreased since the prior reporting year, therefore, we had fewer students requesting materials from other libraries.			

Institution: New Mexico State University-Grants (188021)
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	37,500		2		2
Databases			19		19
Media	4,565	4,500	1		1
Serials	30		0		
Total	42,095		22		42,117
Library Circulation	421		200		200

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	77
Total interlibrary loans and documents received	12	8

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](#).

NMSU-Grants Library ILL have increased since last year.

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	111,073	113,110
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	33,309
	38,670	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	20,000	
Ongoing commitments to subscriptions	10,000	
All other materials/service cost	7,800	
Total materials/services expenses	37,800	37,800
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	3,208	
Total operations and maintenance expenses	3,208	3,208
Total Expenses	190,751	187,427
Total Expenses (minus Fringe Benefits)	152,081	154,118

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: John Miers
Email: jmiers@nmsu.edu

How long did it take to prepare this survey component?	3 hours	10 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	37,500	2
Databases		19
Media	4,565	1
Serials	30	0
Total Collection	42,095	22
Total Circulation	421	200

Expenses	Amount
Salaries and wages	\$111,073
Fringe benefits	\$38,670
Materials/services expenses	\$37,800
Operations and maintenance expenses	\$3,208
Total expenses	\$190,751

Academic Libraries

New Mexico State University-Grants (188021)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (12) is outside the expected range of between 6 and 10 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The Library has had an increase in ILL activity this year.			

Academic Libraries 2017-18

Institution: New Mexico State University-Grants (188021)

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	31,049	37,500	35,552	2	
Databases			19	19	
Media	180	4,565	0	1	
Serials	1,112	30	0	0	
Total	32,341	42,095	35,571	22	67,912

Library Circulation	342	421	764	200	1,106
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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	47	81
Total interlibrary loans and documents received	16	12

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.

Physical VHS tapes removed from collection in 2017
 Audiobook circulation- 9- included with Circ. number.
 Report from Ebsco Reports of downloaded electronic books and materials:764

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
<input type="checkbox"/> Indicate the number of branch and independent libraries (exclude the main or central library).		1
<input checked="" type="radio"/> Expenses		Amount
Total salaries and wages for the library staff		97,110 111,073
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes		Total Fringe benefits 32,545 38,670
Materials/services expenses		
One-time purchases of books, serial backfiles, and other materials		3,424
Ongoing commitments to subscriptions		1,152
All other materials/service cost		5,276
Total materials/services expenses		9,852 37,800
Operations and maintenance expenses		
Preservation services		0
All other operations and maintenance expenses		12,081
Total operations and maintenance expenses		12,081 3,208
Total Expenses		151,588 190,751
Total Expenses (minus Fringe Benefits)		119,043 152,081

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="John A. Miers"/>				
Email:	<input type="text" value="jmiers@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="1.00"/>	Number of Staff (including yourself)
-----------------------------------	--------------------------------------

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="3.00"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> 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	31,049	35,552
Databases		19
Media	180	0
Serials	1,112	0
Total Collection	32,341	35,571
Total Circulation	342	764

Expenses	Amount
Salaries and wages	\$97,110
Fringe benefits	\$32,545
Materials/services expenses	\$9,852
Operations and maintenance expenses	\$12,081
Total expenses	\$151,588

Academic Libraries

New Mexico State University-Grants (188021)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (180) is outside the expected range of between 3,196 and 5,934 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Withdrew video tape collection. Retained LP record collection.			
Screen Entry	The number entered (35,552) is outside the expected range of between 2 and 2 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Digital audio books.			
Screen Entry	The number entered (0) is outside the expected range of between 1 and 1 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Withdrew video collection.			
Screen Entry	The calculated value (35,571) is outside the expected range of between 16 and 28 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	stat			
Screen Entry	The number entered (764) is outside the expected range of between 140 and 260 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Report from Ebsco Reports of downloaded books and materials: Full Text: 2541 PDF: 1267 HTML: 884 Total: 4692			
Screen Entry	The number entered (47) 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:	Report from datasheet in library.			
Screen Entry	The number entered (16) 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:	Report from datasheet in library.			
Screen Entry	The number entered (1,112) is outside the expected range of between 21 and 39 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Reduced the number of serials subscribed to in 2017.			
Screen: Expenses				
Screen Entry	The calculated value (9,852) is outside the expected range of between 28,350 and 47,250 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Acquisitions budget was reduced to \$10,000.			
Screen Entry	The calculated value (12,081) is outside the expected range of between 2,086 and 4,330 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Stat re: budget report			
Screen Entry	The calculated value (151,588) is outside the expected range of between 152,601 and 228,901 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	stat re: budget report			

Institution: New Mexico State University-Grants (188021)
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	36,404	31,049	110	35,552	
Databases			19	19	
Media	551	180	0	0	
Serials	30	1,112		0	
Total	36,985	32,341	129	35,571	37,114
Library Circulation	51	342	1	764	52

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	47
Total interlibrary loans and documents received	12	16

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.

Data was collected, confirmed, and corrected from previous year.

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	97,110	97,110
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	32,545
	31,417	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	3,424	
Ongoing commitments to subscriptions	1,152	
All other materials/services costs	5,276	
Total materials/services expenses	9,852	9,852
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	12,081	
Total operations and maintenance expenses	12,081	12,081
Total Expenses	150,460	151,588
Total Expenses (minus Fringe Benefits)	119,043	119,043

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](#).

Data was collected, confirmed, and corrected from the previous year.

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: John Miers		
Email: jmiers@nmsu.edu		

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

1.00	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	3.00 hours	hours	1.00 hours	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	36,404	110
Databases		19
Media	551	0
Serials	30	
Total Collection	36,985	129
Total Circulation	51	1

Expenses	Amount
Salaries and wages	\$97,110
Fringe benefits	\$31,417
Materials/services expenses	\$9,852
Operations and maintenance expenses	\$12,081
Total expenses	\$150,460

Academic Libraries

New Mexico State University-Grants (188021)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (551) is outside the expected range of between 126 and 234 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year.			
Screen Entry	The number entered (51) is outside the expected range of between 240 and 444 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year. Circulation records via analytics from ILS. New numbers record actual circulation.			
Screen Entry	The number entered (110) is outside the expected range of between 24,887 and 46,217 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year. The amount of digital materials was incorrectly categorized the prior year.			
Screen Entry	The calculated value (129) is outside the expected range of between 24,900 and 46,242 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year. Data was recalculated and properly categorized.			
Screen Entry	The number entered (81) is outside the expected range of between 33 and 61 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year.			
Screen Entry	The number entered (30) is outside the expected range of between 779 and 1,445 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year.			
Screen Entry	The number entered (1) is outside the expected range of between 535 and 993 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Data was collected, confirmed, and corrected from the previous year. Data for downloaded digital books from databases was not available.			

Institution: New Mexico State University-Grants (188021)
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	28,436	36,404	110	110	
Databases			21	19	
Media	411	551	0	0	
Serials	27	30	0	0	
Total	28,874	36,985	131	129	29,005
Library Circulation	66	51	1	1	67

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	87	81
Total interlibrary loans and documents received	14	12

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).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	83,575	97,110
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	31,417
	30,215	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	836	
Ongoing commitments to subscriptions	1,262	
All other materials/services costs	5,291	
Total materials/services expenses	7,389	9,852
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	10,078	
Total operations and maintenance expenses	10,078	12,081
Total Expenses	131,257	150,460
Total Expenses (minus Fringe Benefits)	101,042	119,043

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: Elan Delgadillo

Email: emdelga7@nmsu.edu

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

1.00 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	4.00 hours	4.00 hours	2.00 hours	2.00 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	28,436	110
Databases		21
Media	411	0
Serials	27	0
Total Collection	28,874	131
Total Circulation	66	1

Expenses	Amount
Salaries and wages	\$83,575
Fringe benefits	\$30,215
Materials/services expenses	\$7,389
Operations and maintenance expenses	\$10,078
Total expenses	\$131,257

Academic Libraries

New Mexico State University-Grants (188021)

There are no errors for the selected survey and institution.