Institution: Sam Houston State University (227881)
User ID: P2278811

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
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:

○	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 2017.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
🌐 Books	643,598	**1,491,005**	314,675	**209,871**	
Databases			353	**0**	
Media	69,655	**70,713**	64,771	**61,887**	
Serials	16,947	**17,077**	108,985	**105,166**	
Total	730,200	**1,578,795**	488,784	**376,924**	1,218,984
🌐 Library Circulation	21,136	**19,282**	757,135	**167,163**	778,271

Does your instituion have Interlibrary Loan Services ?

○ No

⦿ Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	5,588	**6,803**
Total interlibrary loans and documents received	2,637	**1,158**

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).	1	0
	Amount	
Total salaries and wages for the library staff	2,300,981	2,410,286
Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes Total Fringe benefits	6,089	0
Materials/services expenses		
One-time purchases of books, serial backfiles, and other materials	392,491	
Ongoing commitments to subscriptions	2,573,383	
All other materials/service cost	127,901	
Total materials/services expenses	3,093,775	3,295,044
Operations and maintenance expenses		
Preservation services	17,493	
All other operations and maintenance expenses	543,774	
Total operations and maintenance expenses	561,267	507,508
Total Expenses	5,962,112	6,212,838
Total Expenses (minus Fringe Benefits)	5,956,023	6,212,838

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:

○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	◉ Academic Library Contact	○ Other

Name: Michael Hanson
Email: hansonm@shsu.edu

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

9.00 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	24.00 hours	0.00 hours	1.00 hours	1.00 hours
Other offices	30.00 hours	0.00 hours	0.00 hours	0.00 hours

Summary

Academic Libraries Component Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears 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	643,598	314,675
Databases		353
Media	69,655	64,771
Serials	16,947	108,985
Total Collection	730,200	488,784
Total Circulation	21,136	757,135

Expenses	Amount
Salaries and wages	$2,300,981
Fringe benefits	$6,089
Materials/services expenses	$3,093,775
Operations and maintenance expenses	$561,267
Total expenses	$5,962,112

Academic Libraries

Sam Houston State University (227881)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The calculated value (730,200) is outside the expected range of between 1,105,157 and 2,052,433 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This number reflects the new standards in title count vs. volume count.			
Screen Entry	The number entered (314,675) is outside the expected range of between 146,910 and 272,832 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	In previous years, Government docs were not included in this number. This year, with the change in reporting requirements, it does.			
Screen Entry	The number entered (2,637) is outside the expected range of between 811 and 1,505 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	There was a significant increase in the number of materials requested this year.			
Screen Entry	The number entered (757,135) is outside the expected range of between 117,015 and 217,311 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Two of our eBook vendors provided us with greatly increased BR2 numbers. We've reported this as we've received it, assuming peer libraries also have seen similar increases.			
Screen Entry	The number entered (643,598) is outside the expected range of between 1,043,704 and 1,938,306 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	With the change in reporting from Last year, from volume count to title count, our reporting number has dropped significantly.			
Screen Entry	The prior year value for the institution was 0. The current year value is (353). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason:	This is curious. We reported having 352 databases for FY2016 year. I'm uncertain why it is showing 0. That is an error.			
Screen: Expenses				
Screen Entry	Your response to whether staff fringe benefits are paid out of the library budget is expected to be the same as your response in the prior year Academic Libraries survey. Please correct your data or explain. (Error #15014)	Explanation	Yes	
Reason:	We have two salary lines whose fringe benefits come from the library budget. The remaining lines, the fringe benefits do NOT come from the library budget.			