

Academic Libraries 2021-22

Institution: Portland Community College (209746)

User ID: P2097461

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

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

There are no changes to this survey component.

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 2021. 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

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- ☐ Less than \$100,000 ☒ Greater than or equal to \$100,000



Is the library collection entirely electronic?

- ☒ No ☐ Yes

Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

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 2021.

<u>Library Collections</u>	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	83,894	82,524	218,211	207,239		
<u>Databases</u>			114	114		
<u>Media</u>	9,881	9,868	120,231	96,757		
<u>Serials</u>	310	373	66,318	71,849		
Total	94,085	92,765	404,874	375,959	498,959	
 Library Circulation		0	32,696	967,475	790,327	967,475

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	<input checked="" type="checkbox"/>	0	1,118
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	0	467

Does your institution have Library Staff?

- ☐ No
☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	21.05	22.05

Other Professional Staff		0.00	0.00
All Other Paid Staff (Except Student Assistants)		22.00	26.75
Student Assistants	<input checked="" type="checkbox"/>	0.00	2.82
Total		43.05	51.62

You may use the box below to provide additional context for the data you have reported above.

Due to the pandemic college libraries and campuses were closed between Mar. 18, 2020 and June 30, 2021.
We increased purchasing of and access to digital content. No physical materials were circulated in FY 21.
No student assistants or other hourly, part-time employees were employed in FY21.

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, 2021.

	Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<div>4</div> <div>4</div>

i Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<div>2,838,931</div> <div>2,876,033</div>	
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	<div>Total Fringe benefits</div> <div>1,561,344</div> <div>1,495,375</div>	

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div>82,445</div>	
<u>Ongoing commitments to subscriptions</u>	<div>189,403</div>	
All other materials/services costs	<div>9,654</div>	
Total materials/services expenses	<div>281,502</div> <div>291,473</div>	

Operations and maintenance expenses

<u>Preservation services</u>	<div>0</div>	
All other operations and maintenance expenses	<div>209,415</div>	
Total operations and maintenance expenses	<div>209,415</div> <div>207,005</div>	

Total Expenses	<div>4,891,192</div> <div>4,869,886</div>	
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Total Expenses (minus Fringe Benefits)	3,329,848	3,374,511
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You may use the space below to provide context for the data you've reported above.

Prepared by

Prepared by

Reporting Reminders:

- 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:

Email:

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

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="1.00"/> hours	<input type="text" value="0.50"/> hours	<input type="text" value="0.50"/> hours	<input type="text" value="0.25"/> hours
Other offices	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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 specifically for your institution through the College Navigator website and is included 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 the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2021.

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	83,894	218,211
Databases		114
Media	9,881	120,231
Serials	310	66,318
Total Collection	94,085	404,874
Total Circulation	0	967,475

Expenses	Amount
Salaries and wages	\$2,838,931
Fringe benefits	\$1,561,344
Materials/services expenses	\$281,502
Operations and maintenance expenses	\$209,415
Total expenses	\$4,891,192

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The Physical Library Circulation is expected to be greater than 100. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #15018)	Fatal	Yes	
Reason	Overridden by administrator. Inst confirmed the low circulation count as a result of the pandemic and library closure during much of the time. KG			
Screen Entry	The number entered (0) is outside the expected range of between 22,888 and 42,504 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the pandemic college libraries and campuses were closed between Mar. 18, 2020 and June 30, 2021. No physical materials were circulated in FY 21.			
Screen Entry	The number entered (0) is outside the expected range of between 783 and 1,453 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	College campuses and libraries were closed from Mar. 18 2020 through June 30, 2021. No physical materials were circulated.			
Screen Entry	The number entered (0) is outside the expected range of between 327 and 607 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	College campuses and libraries were closed from Mar. 18 2020 through June 30, 2021. No physical materials were circulated.			
Screen Entry	You indicated that your institution has Interlibrary Loan Services but entered 0s for Total interlibrary loans and documents provided to other libraries and Total interlibrary loans and documents received. Please correct your data or explain. (Error #15037)	Explanation	Yes	
Reason	College campuses and libraries were closed from Mar. 18 2020 through June 30, 2021. No physical materials were circulated.			
Screen Entry	The Student Assistants(0.00) is outside the expected range compared to Student Assistants reported in the prior year(2.82). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	No student assistants were employed during FY21			