

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027
User ID: P2097461

Academic Libraries 2024-25

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.
- Report all data for fiscal year (FY) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:

No changes for the 2024-25 data collection period.

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 2024. 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**.

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Screening Questions

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2024:

- ☐ 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 2024.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	79,227	80,311	275,681	254,440	
Databases			124	124	
Media	9,786	9,854	119,591	123,354	
Serials	309	312	74,313	69,841	
Total	89,322	90,477	469,709	447,759	559,031
<div><div></div>Library Circulation</div>	<div><div></div>19,397</div>	11,001	<div><div></div>237,995</div>	236,819	257,392

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	<div><div></div></div>	<div><div></div>4,960</div>	2,913
Total interlibrary loans and documents received	<div><div></div></div>	<div><div></div>5,591</div>	2,389

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		<div><div></div>24.00</div>	22.55
Other Professional Staff		<div><div></div>0.00</div>	0.00
All Other Paid Staff (Except Student Assistants)		<div><div></div>24.00</div>	23.89
Student Assistants		<div><div></div>1.00</div>	0.77
Total		49.00	47.21

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

There were multiple Librarian vacancies in FY23

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, 2024.

		Prior Year Amount
<div><div>1</div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div>	<div><div></div>4</div>	<div>4</div>

<div><div>1</div>Expenses</div>	Amount	
Total <u>salaries and wages</u> for the library staff	<div><div></div>3,548,887</div>	<div>3,238,662</div>

Are staff fringe benefits paid out of the library budget?

<div><div></div></div>	No		
<div><div></div></div>	Yes	Total Fringe benefits	<div><div></div>1,668,117</div>
			<div>1,598,620</div>

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div><div></div>103,647</div>	<div>67,006</div>
<u>Ongoing commitments to subscriptions</u>	<div><div></div>227,974</div>	<div>163,197</div>
All other materials/services costs	<div><div></div>14,003</div>	<div>8,879</div>
Total materials/services expenses	<div><div></div>345,624</div>	<div>239,082</div>

Operations and maintenance expenses

<u>Preservation services</u>	<div><div></div>0</div>	<div>0</div>
All other operations and maintenance expenses	<div><div></div>318,546</div>	<div>291,569</div>
Total operations and maintenance expenses	<div>318,546</div>	<div>291,569</div>

Total Expenses	<div>5,881,174</div>	<div>5,367,933</div>
Total Expenses (minus Fringe Benefits)	<div>4,213,057</div>	<div>3,769,313</div>

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

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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:			
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact
		<input type="radio"/>	HR Contact
		<input type="radio"/>	Other
Name: <input type="text" value="Michelle Bagley"/>			
Email: <input type="text" value="michelle.bagley@pcc.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="7.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="0.50"/> 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

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2025.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	79,227	275,681
Databases		124
Media	9,786	119,591
Serials	309	74,313
Total	89,322	469,709
Library Circulation	19,397	237,995

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 4960 Total interlibrary loans and documents received : 5591 Librarians : 24.00
Library Staff	Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 24.00 Student Assistants : 1.00

Expenses	Amount
Branch and independent libraries	4
Salaries and wages	3,548,887
Fringe benefits	1,668,117
Total materials/services expenses	345,624
Total operations and maintenance expenses	318,546
Total Expenses	5,881,174

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (19,397) is outside the expected range of between 7,701 and 14,301 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The higher than expected amount is because this reporting year is the second year of full return to onsite college operations. Use of library services were building back to pre-pandemic levels.			
Screen Entry	The number entered (4,960) is outside the expected range of between 2,040 and 3,786 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	2023-24 was our first full year with a new interlibrary loan system. It provides a better user experience and easier requesting/borrowing.			
Screen Entry	The number entered (5,591) is outside the expected range of between 1,673 and 3,105 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	2023-24 was our first full year with a new interlibrary loan system. It provides a better user experience and easier requesting/borrowing.			
Screen: Expenses				
Screen Entry	The calculated value (345,624) is outside the expected range of between 179,312 and 298,852 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Salary savings from several staff position vacancies were spent on additional materials and also toward other expenses.			