IPEDS **2021-22 Data Collection System**

Academic Libraries 2021-22

Institution: Collin County Community College District (247834)   User ID: P2478342

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**.

Institution: Collin County Community College District (247834)

User ID: P2478342

Screening Questions

Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2021:

○ Less than $100,000

◉ Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

◉ No

○ Yes

Institution: Collin County Community College District (247834)   User ID: P2478342

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.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	239,414	243,100	80,899	77,278	
Databases			195	213	
Media	50,259	50,369	☑ 5,451	1,347	
Serials	☑ 346	1,159	171	201	
Total	**290,019**	**294,628**	**86,716**	**79,039**	**376,735**

	Physical		Digital/Electronic		Total
Library Circulation	19,915	24,338	☑ 801,222	97,473	**821,137**

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		5	0
Total interlibrary loans and documents received	☑	57	178

Does your institution have Library Staff?

○ No

◉ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians	☑	29.50	22.50
Other Professional Staff	☑	12.00	9.00
All Other Paid Staff (Except Student Assistants)		20.00	16.50
Student Assistants		1.00	0.00
Total		**62.50**	**48.00**

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

Institution: Collin County Community College District (247834)   User ID: P2478342

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
Indicate the number of branch and independent libraries (exclude the main or central library).	☑	7	5

Expenses	**Amount**	
Total salaries and wages for the library staff	2,843,463	2,403,027

Are staff fringe benefits paid out of the library budget?		
◯ No		
⦿ Yes	**Total Fringe benefits**	536,581	464,622

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	380,872	
Ongoing commitments to subscriptions	761,878	
All other materials/services costs	0	
Total materials/services expenses	☑ **1,142,750**	1,602,259

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	308,976	
Total operations and maintenance expenses	☑ **308,976**	198,627

Total Expenses	**4,831,770**	4,668,535
Total Expenses (minus Fringe Benefits)	**4,295,189**	4,203,913

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

Institution: Collin County Community College District (247834)
User ID: P2478342

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:	Nichole Boone				
Email:	nboone@collin.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
10.00 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	5.00 hours	2.00 hours	1.00 hours	hours
Other offices	1.00 hours	hours	hours	1.00 hours

Institution: Collin County Community College District (247834)   User ID: P2478342

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	239,414	80,899
Databases		195
Media	50,259	5,451
Serials	346	171
Total Collection	290,019	86,716
Total Circulation	19,915	801,222

Expenses	Amount
Salaries and wages	$2,843,463
Fringe benefits	$536,581
Materials/services expenses	$1,142,750
Operations and maintenance expenses	$308,976
Total expenses	$4,831,770

Institution: Collin County Community College District (247834)

User ID: P2478342

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (5,451) is outside the expected range of between 943 and 1,751 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Videos in Collin College's O'Reilly catalog were added to the library catalog.			
Screen Entry	The number entered (57) is outside the expected range of between 125 and 231 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary loan systems were reduced due to COVID.			
Screen Entry	The number entered (346) is outside the expected range of between 812 and 1,506 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Some of Collin College's print journal subscriptions ended. The library catalog was also edited and updated. In the process, it was determined that some items were erroneously labeled as "serials.".			
Screen Entry	The Librarians(29.50) is outside the expected range compared to Librarians reported in the prior year(22.50). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	Collin College opened two new campuses and associated libraries for fall 2021.			
Screen Entry	The Other Professional Staff(12.00) is outside the expected range compared to Other Professional Staff reported in the prior year(9.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	Collin College opened two new campuses and associated libraries for fall 2021.			
Screen Entry	The number entered (801,222) is outside the expected range of between 68,232 and 126,714 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The increase in library circulation was due to added databases and changes in how the database vendors count usage.			
Screen: Expenses				
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	Collin College opened two new campuses and associated libraries for fall 2021.			
Screen Entry	The calculated value (1,142,750) is outside the expected range of between 1,201,695 and 2,002,823 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Collin College opened two new campus in fall fall 2020 and two more in fall 2021. The collection book budget was temporarily increased to stock the new libraries, The book budget reverted to more normal levels for the current reporting year.			
Screen Entry	The calculated value (308,976) is outside the expected range of between 129,108 and 268,146 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Collin College opened two new campus in fall fall 2020 and two more in fall 2021. A temporary increase in funds paid for new furniture, equipment, and maintenance agreements for the new campus libraries.			