

IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: p247834c

Academic Libraries 2022-23

Institution: Collin County Community College District (247834)

User ID: p247834c

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) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

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 2022. 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 2022:

- 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 2022.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	219,404	239,414	78,422	80,899	
Databases			195	195	
Media	47,696	50,259	4,973	5,451	
Serials	375	346	72,095	171	
Total	267,475	290,019	<input checked="" type="checkbox"/> 155,685	86,716	423,160

<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	58,047	19,915	<input checked="" type="checkbox"/>	1,156,712	801,222	1,214,759
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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	<input checked="" type="checkbox"/>	1	5
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	226	57

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		30.50	29.50
Other Professional Staff		13.50	12.00
All Other Paid Staff (Except Student Assistants)		22.50	20.00
Student Assistants	<input checked="" type="checkbox"/>	3.00	1.00
Total		69.50	62.50

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

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, 2022.

		Prior Year Amount	
ⓘ Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		<input type="text" value="7"/>	7
ⓘ Expenses		Amount	
Total <u>salaries and wages</u> for the library staff		<input checked="" type="checkbox"/> <input type="text" value="3,417,570"/>	2,843,463
Are staff <u>fringe benefits</u> paid out of the library budget?			
<input type="radio"/>	No		
<input checked="" type="radio"/>	Yes	Total Fringe benefits <input checked="" type="checkbox"/> <input type="text" value="651,400"/>	536,581
Materials/services expenses			
One-time purchases of <u>books, serial back-files</u> , and other materials		<input type="text" value="400,709"/>	
<u>Ongoing commitments to subscriptions</u>		<input type="text" value="929,636"/>	
All other materials/services costs		<input type="text" value="21,820"/>	
Total materials/services expenses		1,352,165	1,142,750
Operations and maintenance expenses			
<u>Preservation services</u>		<input type="text" value="0"/>	
All other operations and maintenance expenses		<input type="text" value="205,404"/>	
Total operations and maintenance expenses		205,404	308,976
Total Expenses		5,626,539	4,831,770
Total Expenses (minus Fringe Benefits)		4,975,139	4,295,189

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:

<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:

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="8.00"/> hours	<input type="text" value="10.00"/> hours	<input type="text" value="3.00"/> hours	<input type="text" value="2.00"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours

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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 2023.

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	219,404	78,422
Databases		195
Media	47,696	4,973
Serials	375	72,095
Total Collection	267,475	155,685
Total Circulation	58,047	1,156,712

Expenses	Amount
Salaries and wages	\$3,417,570
Fringe benefits	\$651,400
Materials/services expenses	\$1,352,165
Operations and maintenance expenses	\$205,404
Total expenses	\$5,626,539

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (1,156,712) is outside the expected range of between 560,856 and 1,041,588 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Downloads from our electronic databases increased.			
Screen Entry	The calculated value (155,685) is outside the expected range of between 60,702 and 112,730 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The IPEDS instructions for counting serials changed. We can now count all serial subscriptions available through our databases.			
Screen Entry	The number entered (72,095) is outside the expected range of between 120 and 222 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	It was believed previously that we could not count periodical subscriptions available through our databases, however this does not seem to be the case. This new count all serial titles available through our databases.			
Screen Entry	The Student Assistants(3.00) is outside the expected range compared to Student Assistants reported in the prior year(1.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	More student assistants were hired once students returned to campus.			
Screen Entry	The number entered (1) is outside the expected range of between 4 and 6 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We fill very few requests, so this number is to be expected.			
Screen Entry	The number entered (226) is outside the expected range of between 40 and 74 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Part of the past year had temporary suspension of ILL services. This is back on track for the year.			
Screen Entry	The number entered (58,047) is outside the expected range of between 13,941 and 25,889 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The data entered is correct. Circulation of physical materials is increasing as campuses recover from the COVID pandemic and return to in-person classes.			
Screen: Expenses				
Screen Entry	The number entered (3,417,570) is outside the expected range of between 2,274,771 and 3,412,155 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Staff was added at libraries that were opened the previous year. Salary increases also occurred.			
Screen Entry	The number entered (651,400) is outside the expected range of between 429,265 and 643,897 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Staff was added at libraries that were opened the previous year. Salary increases also occurred.			