IPEDS **2023-24 Data Collection System**

Academic Libraries 2023-24

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) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. 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

ⓘ **Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2023:**

○ Less than $100,000   ◉ Greater than or equal to $100,000

Is the library collection entirely electronic?

◉ No   ○ Yes

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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 2023.

Library Collections	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
Books	219,437	219,404	☑ 355,232	78,422	
Databases			212	195	
Media	46,500	47,696	5,654	4,973	
Serials	329	375	☑ 102,851	72,095	
Total	**266,266**	**267,475**	☑ **463,949**	**155,685**	**730,215**

	Physical	Prior Year	Digital/Electronic	Prior Year	Total
🛈 Library Circulation	66,488	58,047	902,602	1,156,712	**969,090**

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	☑ 0	1
Total interlibrary loans and documents received	☑ 141	226

Does your institution have Library Staff?

◯ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	27.50	30.50
Other Professional Staff	9.50	13.50
All Other Paid Staff (Except Student Assistants)	☑ 34.50	22.50
Student Assistants	☑ 25.00	3.00
Total	☑ **96.50**	69.50

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

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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, 2023.

		Prior Year Amount
🛈 **Indicate the number of branch and independent libraries (exclude the main or central library).**	7	7

🛈 Expenses	Amount	
Total salaries and wages for the library staff	3,654,363	3,417,570

Are staff fringe benefits paid out of the library budget?		
○ No		
⦿ Yes	**Total Fringe benefits**	711,437	651,400

Materials/services expenses

	Amount	Prior Year Amount
One-time purchases of books, serial back-files, and other materials	349,189	400,709
Ongoing commitments to subscriptions	838,393	929,636
All other materials/services costs	20,658	21,820
Total materials/services expenses	**1,208,240**	1,352,165

Operations and maintenance expenses

	Amount	Prior Year Amount
Preservation services	0	0
All other operations and maintenance expenses	386,361	205,404
Total operations and maintenance expenses	☑ **386,361**	205,404

	Amount	Prior Year Amount
Total Expenses	**5,960,401**	5,626,539
Total Expenses (minus Fringe Benefits)	**5,248,964**	4,975,139

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:					
○	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	8.00 hours	3.00 hours	1.00 hours	hours
Other offices	hours	hours	hours	1.00 hours

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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 2024.

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	219,437	355,232
Databases		212
Media	46,500	5,654
Serials	329	102,851
Total	266,266	463,949
Library Circulation	66,488	902,602

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 0 Total interlibrary loans and documents received : 141
Library Staff	Librarians : 27.50 Other Professional Staff : 9.50 All Other Paid Staff (Except Student Assistants) : 34.50 Student Assistants : 25.00

Expenses	Amount
Branch and independent libraries	7
Salaries and wages	3,654,363
Fringe benefits	711,437
Total materials/services expenses	1,208,240
Total operations and maintenance expenses	386,361
Total Expenses	5,960,401

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (0) is outside the expected range of between 1 and 1 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We generally do not fill interlibrary loan requests for items outside of our district.			
Screen Entry	You indicated that your institution has Interlibrary Loan Services but entered a value of 0 for Total interlibrary loans and documents provided to other libraries. Please correct your data or explain. (Error #15038)	Explanation	Yes	
Reason	We have interlibrary loan through TexShare for our patrons, but we do not send out our materials. Our patrons can receive items from other participating institutions.			
Screen Entry	The number entered (141) is outside the expected range of between 159 and 293 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	With our increase in databases and online materials, we have received fewer requests for outside resources.			
Screen Entry	The number entered (102,851) is outside the expected range of between 50,467 and 93,723 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The library added more electronic databases this year and certain database collections added more journals.			
Screen Entry	The All Other Paid Staff(34.50) is outside the expected range compared to All Other Paid Staff reported in the prior year(22.50). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	Our Reference Associate position requirements changed to make an MLIS degree optional.			
Screen Entry	The Student Assistants(25.00) is outside the expected range compared to Student Assistants reported in the prior year(3.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	The college was again allowed to student assistants to work on campus and positions were filled that were previously vacant.			
Screen Entry	The Total(96.50) is outside the expected range compared to Total reported in the prior year(69.50). Please correct your data or explain. (Error #15816)	Explanation	Yes	
Reason	The increased staff is primarily explained by the increase in student assistants.			
Screen Entry	The number entered (355,232) is outside the expected range of between 54,896 and 101,948 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our ebooks were put into our new OCLC discovery system and we added several databases, including Ebook Central which contained 236,005 ebooks.			
Screen Entry	The calculated value (463,949) is outside the expected range of between 108,980 and 202,390 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The increase is due to the addition of ebook databases.			
Screen: Expenses				
Screen Entry	The calculated value (386,361) is outside the expected range of between 133,513 and 277,295 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Several campuses needed additional bookshelves and furniture Items.			