IPEDS 2023-24 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.32 : Approval Expires 8/31/2025
User ID: P1399681

Academic Libraries 2023-24

Institution: Gordon State College (139968) User ID: P1399681

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		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	82,959	83,547	691,732	691,568	
Databases			269	313	
Media	10,396	10,396	1,377	1,377	
Serials	723	723	99,488	99,467	
Total	**94,078**	94,666	**792,866**	792,725	**886,944**

Library Circulation	2,416	2,351	28,357	29,023	**30,773**

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	172	201
Total interlibrary loans and documents received	82	98

Does your institution have Library Staff?

- ○ No
- ◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	3.00	4.00
Other Professional Staff	2.00	2.00
All Other Paid Staff (Except Student Assistants)	0.00	0.00
Student Assistants	1.00	3.00
Total	**6.00**	9.00

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

Student Assistants - Vacant student assistant positions were unfilled.
Staff reduction due to retirement

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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).	0	0

Expenses	**Amount**	
Total salaries and wages for the library staff	316,462	291,972

Are staff fringe benefits paid out of the library budget?					
	○	No			
	◉	Yes	**Total Fringe benefits**	119,766	113,144

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	37	42,000
Ongoing commitments to subscriptions	93,082	50,000
All other materials/services costs	4,737	0
Total materials/services expenses	**97,856**	92,000

Operations and maintenance expenses

Preservation services	0	0
All other operations and maintenance expenses	0	0
Total operations and maintenance expenses	**0**	0

Total Expenses	**534,084**	497,116
Total Expenses (minus Fringe Benefits)	**414,318**	383,972

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: Angiah Davis

Email: adavis1@gordonstate.edu

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

5.00 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	96.00 hours	1.00 hours	1.00 hours	hours
Other offices	hours	hours	hours	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	82,959	691,732
Databases		269
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Serials	723	99,488
Total	94,078	792,866
Library Circulation	2,416	28,357

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 172 Total interlibrary loans and documents received : 82
Library Staff	Librarians : 3.00 Other Professional Staff : 2.00 All Other Paid Staff (Except Student Assistants) : 0.00 Student Assistants : 1.00

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	316,462
Fringe benefits	119,766
Total materials/services expenses	97,856
Total operations and maintenance expenses	0
Total Expenses	534,084

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The Student Assistants(1.00) 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	Vacant student assistant positions were unfilled.			
Screen Entry	The Total(6.00) is outside the expected range compared to Total reported in the prior year(9.00). Please correct your data or explain. (Error #15816)	Explanation	Yes	
Reason	The Hightower Collaborative Learning Center & Library experienced a staff reduction due to retirement.			