IPEDS **2023-24 Data Collection System**

Academic Libraries 2023-24

Institution: Western Washington University (237011)

User ID: P2370111

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** <u>library expenses</u> **(including staff salaries and wages) for Fiscal Year 2023:**

○   Less than $100,000

◉   Greater than or equal to $100,000

Is the <u>library collection</u> **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	Physical Prior Year Amount	Digital/Electronic	Digital/Electronic	Digital/Electronic Prior Year Amount	Total
Books	647,769	658,300	☑	1,019,599	713,358	
Databases				145	116	
Media	104,804	110,971		227,987	220,372	
Serials	22,213	22,697	☑	126,276	92,689	
Total	**774,786**	791,968	☑ **1,374,007**		1,026,535	**2,148,793**

ⓘ Library Circulation	16,488	15,587		469,529	451,644	**486,017**

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	15,293	12,571
Total interlibrary loans and documents received	11,673	10,298

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	16.00	15.00
Other Professional Staff	11.00	9.00
All Other Paid Staff (Except Student Assistants)	27.75	25.75
Student Assistants	17.47	14.68
Total	**72.22**	64.43

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).**	2	2

ⓘ **Expenses**	**Amount**	
Total salaries and wages for the library staff	4,911,137	4,255,529

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes **Total Fringe benefits**	1,472,088	1,256,750

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	372,640	288,260
Ongoing commitments to subscriptions	1,902,256	1,817,008
All other materials/services costs	80,078	56,010
Total materials/services expenses	**2,354,974**	**2,161,278**

Operations and maintenance expenses

Preservation services	0	0
All other operations and maintenance expenses	708,928	550,651
Total operations and maintenance expenses	**708,928**	**550,651**

Total Expenses	**9,447,127**	**8,224,208**
Total Expenses (minus Fringe Benefits)	**7,975,039**	**6,967,458**

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:	Kate Cabe				
Email:	cabek@wwu.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
4.00　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	51.50 hours	0.25 hours	0.25 hours	0.00 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	647,769	1,019,599
Databases		145
Media	104,804	227,987
Serials	22,213	126,276
Total	774,786	1,374,007
Library Circulation	16,488	469,529

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 15293
	Total interlibrary loans and documents received : 11673
Library Staff	Librarians : 16.00
	Other Professional Staff : 11.00
	All Other Paid Staff (Except Student Assistants) : 27.75
	Student Assistants : 17.47

Expenses	Amount
Branch and independent libraries	2
Salaries and wages	4,911,137
Fringe benefits	1,472,088
Total materials/services expenses	2,354,974
Total operations and maintenance expenses	708,928
Total Expenses	9,447,127

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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 (1,019,599) is outside the expected range of between 499,351 and 927,365 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	One of the ways we make electronic versions of government publications discoverable in Primo is through a community-managed electronic collection. This year a significant number of publications were added to that.			
Screen Entry	The calculated value (1,374,007) is outside the expected range of between 718,575 and 1,334,495 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increase is due to the significant number of publications added to a community-managed electronic collection that makes government publications discoverable in Primo, as well as the addition of several new Open Access journal collections to our e-inventory			
Screen Entry	The number entered (126,276) is outside the expected range of between 64,883 and 120,495 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	A significant number of publications were added to a community-managed electronic collection this year, plus we added several Open Access journal collections to our e-inventory			