IPEDS **2022-23 Data Collection System**

Academic Libraries 2022-23

Institution: Black Hills State University (219046)   User ID: P2190461

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

🛈 **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

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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 2022.

Library Collections	Physical	Physical Prior Year Amount	Digital/Electronic	Digital/Electronic Prior Year Amount	Total
Books		105,829	98,318	273,182	258,481	
Databases				116	116	
Media	☑	10,721	2,767	48,293	43,068	
Serials	☑	1,316	155	56,637	78,078	
Total	**117,866**	**101,240**	**378,228**	**379,743**	**496,094**

	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
ⓘ Library Circulation	☑ 103	529	42,418	36,311	**42,521**

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	281	389
Total interlibrary loans and documents received	290	337

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	☑ 4.00	5.75
Other Professional Staff	2.00	0.00
All Other Paid Staff (Except Student Assistants)	0.00	0.00
Student Assistants	☑ 1.00	2.00
Total	**7.00**	**7.75**

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

Our Media count increased due to cataloging of a large amount of microform books. Serials increased due to previous reporting only counting serials within a single collection instead of all collections. Circulation was impacted due to building renovation, remote storage of collection, and temporary relocation of library services. Librarian and Professional staff were adjusted based on a review of the definitions provided for this form. Student worker hours were reduced due to the temporary relocation corresponding building renovation.

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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, 2022.

		Prior Year Amount
❶ Indicate the number of branch and independent libraries (exclude the main or central library).	0	0

❶ Expenses	Amount	
Total salaries and wages for the library staff	307,342	301,201

Are staff fringe benefits paid out of the library budget?		
○ No		
⦿ Yes **Total Fringe benefits**	93,986	102,726

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	2,595	
Ongoing commitments to subscriptions	171,733	
All other materials/services costs	11,475	
Total materials/services expenses	**185,803**	226,735

Operations and maintenance expenses

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

Total Expenses	**587,131**	630,662
Total Expenses (minus Fringe Benefits)	**493,145**	527,936

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:	Aaron Bauerly				
Email:	Aaron.Bauerly@bhsu.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	hours	hours	hours	hours
Other offices	hours	hours	hours	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	105,829	273,182
Databases		116
Media	10,721	48,293
Serials	1,316	56,637
Total Collection	117,866	378,228
Total Circulation	103	42,418

Expenses	Amount
Salaries and wages	$307,342
Fringe benefits	$93,986
Materials/services expenses	$185,803
Operations and maintenance expenses	$0
Total expenses	$587,131

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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 (10,721) is outside the expected range of between 1,937 and 3,597 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	A significant volume of microform books (over 7,000) were cataloged or otherwise made available in our discovery system.			
Screen Entry	The number entered (103) is outside the expected range of between 371 and 687 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation was dramatically impacted by our temporary relocation of operations and remote storage of collection during a renovation of the library building.			
Screen Entry	The number entered (1,316) is outside the expected range of between 109 and 201 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	In previous years, only serials from a single collection were counted. This time we counted serials from all collections.			
Screen Entry	The Librarians(4.00) is outside the expected range compared to Librarians reported in the prior year(5.75). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	Previous years classified some library staff as librarians; according to the definitions provided for the survey, we adjusted this to be more accurate. Moreover, the position listed as .75 is effectively 1 FTE. Previous years this was counted as less than 1 because a portion of the salary and job duties are related to a grant. However, review of the definitions provided with the survey make it clear that this grant funding aspect should be counted.			
Screen Entry	The Student Assistants(1.00) is outside the expected range compared to Student Assistants reported in the prior year(2.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	The amount of hours our student workers could work was dramatically impacted by our library building's renovation; we operated from a temporary location, and the collection was only accessible by staff in a remote location.			