

IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022
User ID: P1615541

Academic Libraries 2021-22

Institution: University of Southern Maine (161554)

User ID: P1615541

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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

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 2021. 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](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- 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 2021:

- Less than \$100,000 Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No Yes

Institution: University of Southern Maine (161554)

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 2021.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	424,428	423,847	461,429	428,378	
Databases			305	303	
Media	<input checked="" type="checkbox"/> 9,433	15,469	110,878	94,964	
Serials	1,598	1,598	99,098	94,485	
Total	435,459	440,914	671,710	618,130	1,107,169
<input checked="" type="checkbox"/> Library Circulation	4,709	14,170	497,828	433,718	502,537

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	4,500	5,681
Total interlibrary loans and documents received	3,162	3,469

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	8.00	11.00
Other Professional Staff	13.00	10.00
All Other Paid Staff (Except Student Assistants)	15.00	17.00
Student Assistants	<input checked="" type="checkbox"/> 8.00	27.00
Total	44.00	65.00

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

Numbers were affected this reporting year due to COVID circumstances.

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, 2021.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		4
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		1,657,129
Total salaries and wages for the library staff		1,701,017
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		858,829
Total Fringe benefits		864,063
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		54,995
<u>Ongoing commitments to subscriptions</u>		763,375
All other materials/services costs		108,528
Total materials/services expenses		926,898
Total materials/services expenses		897,497
Operations and maintenance expenses		
<u>Preservation services</u>		926
All other operations and maintenance expenses		122,062
Total operations and maintenance expenses		122,988
Total operations and maintenance expenses		179,927
Total Expenses		3,565,844
Total Expenses (minus Fringe Benefits)		2,707,015
Total Expenses (minus Fringe Benefits)		2,778,441

You may use the space below to provide context for the data you've reported above.

Numbers were affected this reporting year due to COVID circumstances.

Institution: University of Southern Maine (161554)

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="4.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="10.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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 2021.

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	424,428	461,429
Databases		305
Media	9,433	110,878
Serials	1,598	99,098
Total Collection	435,459	671,710
Total Circulation	4,709	497,828

Expenses	Amount
Salaries and wages	\$1,657,129
Fringe benefits	\$858,829
Materials/services expenses	\$926,898
Operations and maintenance expenses	\$122,988
Total expenses	\$3,565,844

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (9,433) is outside the expected range of between 10,829 and 20,109 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The previous year's figure erroneously included some materials from other libraries. The FY21 number includes only materials from our collections.			
Screen Entry	The number entered (4,709) is outside the expected range of between 9,919 and 18,421 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation of physical media was significantly decreased due to the COVID-19 pandemic.			
Screen Entry	The Student Assistants(8.00) is outside the expected range compared to Student Assistants reported in the prior year(27.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Decrease in student assistants was also due to the COVID-19 pandemic.			