IPEDS **2020-21 Data Collection System**

Academic Libraries 2020-21

Institution: University of South Florida (137351)   User ID: P1373511

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 2020-21 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) 2020. Fiscal Year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Changes to reporting for 2020-21:
- Added detailed collection of Library Staff by FTE
- Changed e-serial definition
- Addition of digital/electronic serials in digital/electronic circulation

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 2020. 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

Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2020:

○ 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 2020.

Library Collections	Physical	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
Books	1,032,445	1,017,113	1,088,669	985,338	
Databases			948	939	
Media	996,997	982,221	71,705	71,504	
Serials	455	351	64,034	64,732	
Total	**2,029,897**	1,999,685	**1,225,356**	1,122,513	**3,255,253**

ⓘ Library Circulation	☑	59,165	89,079	☑	2,191,399	760,380	**2,250,564**

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	13,632	14,207
Total interlibrary loans and documents received	11,819	13,234

Does your institution have Library Staff?

◯ No
⦿ Yes

Library Staff	Number of FTEs
Librarians	45.00
Other Professional Staff	41.00
All Other Paid Staff (Except Student Assistants)	49.00
Student Assistants	64.00
Total	**199.00**

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, 2020.

			Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	☑	3	2

ⓘ Expenses		Amount	
Total salaries and wages for the library staff	☑	7,691,510	6,219,454

Are staff fringe benefits paid out of the library budget?			
○	No		
◉	Yes **Total Fringe benefits**	☑ 2,597,080	2,013,126

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	124,028	
Ongoing commitments to subscriptions	8,793,998	
All other materials/services costs	344,885	
Total materials/services expenses	☑ **9,262,911**	6,864,176

Operations and maintenance expenses

Preservation services	0	
All other operations and maintenance expenses	1,293,673	
Total operations and maintenance expenses	☑ **1,293,673**	2,111,167

Total Expenses	☑ **20,845,174**	17,207,923
Total Expenses (minus Fringe Benefits)	**18,248,094**	15,194,797

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:	Aura Perez				
Email:	aperez@usf.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	20.00 hours	8.00 hours	0.30 hours	1.00 hours
Other offices	10.00 hours	0.00 hours	0.00 hours	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 2020.

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	1,032,445	1,088,669
Databases		948
Media	996,997	71,705
Serials	455	64,034
Total Collection	2,029,897	1,225,356
Total Circulation	59,165	2,191,399

Expenses	Amount
Salaries and wages	$7,691,510
Fringe benefits	$2,597,080
Materials/services expenses	$9,262,911
Operations and maintenance expenses	$1,293,673
Total expenses	$20,845,174

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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 (59,165) is outside the expected range of between 62,356 and 115,802 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Decrease in circulation of physical items.			
Screen Entry	The number entered (2,191,399) is outside the expected range of between 532,266 and 988,494 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The digital/electronic circulation or usage total reflects the change in definition to include e-serial titles.			
Screen: Expenses				
Screen Entry	The number of branch and independent libraries is expected to be equal to the prior year value. Please correct your data or explain. (Error #15021)	Explanation	Yes	
Reason	The number of branch and independent libraries' total has increased due to USF consolidation. In addition to the Tampa Campus main library, the USF Libraries include the Nelson Poynter Memorial Library on the St. Petersburg Campus, Information Commons on the Sarasota-Manatee Campus and USF Health Libraries. The USF Libraries have one single NCES-IPEDS identification number.			
Screen Entry	The number entered (7,691,510) is outside the expected range of between 4,975,564 and 7,463,344 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase outside the expected range is due to the inclusion of the Sarasota-Manatee campus and St. Petersburg campus due to USF consolidation.			
Screen Entry	The number entered (2,597,080) is outside the expected range of between 1,610,501 and 2,415,751 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase outside the expected range is due to the inclusion of the Sarasota-Manatee campus and St. Petersburg campus due to USF consolidation.			
Screen Entry	The calculated value (9,262,911) is outside the expected range of between 5,148,132 and 8,580,220 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increase outside the expected range is due to the inclusion of the Sarasota-Manatee campus and St. Petersburg campus due to USF consolidation.			
Screen Entry	The calculated value (1,293,673) is outside the expected range of between 1,372,259 and 2,850,075 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Decrease in hardware, software, and other operating expenditures.			
Screen Entry	The calculated value (20,845,174) is outside the expected range of between 13,766,339 and 20,649,507 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Increase outside the expected range is due to the inclusion of the Sarasota-Manatee campus and St. Petersburg campus due to USF consolidation.			