

IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: P1989231

Academic Libraries 2020-21

Institution: McDowell Technical Community College (198923)

User ID: P1989231

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 library expenses (including staff salaries and wages) for Fiscal Year 2020:

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

Is the library collection entirely electronic?

- No Yes

Institution: McDowell Technical Community College (198923)

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		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<input checked="" type="checkbox"/> 11,944	21,640	<input type="checkbox"/> 250,640	203,337	
Databases			<input type="checkbox"/> 93	89	
Media	<input checked="" type="checkbox"/> 482	1,244	<input type="checkbox"/> 46,356	42,473	
Serials	<input checked="" type="checkbox"/> 19	34	<input type="checkbox"/> 26,291	23,465	
Total	<input checked="" type="checkbox"/> 12,445	22,918	323,380	269,364	335,825

i Library Circulation	<input checked="" type="checkbox"/> 1,292	2,018	<input checked="" type="checkbox"/> 376	267	1,668
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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	<input checked="" type="checkbox"/> 0	26
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 7	1

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	<input type="text" value="1.00"/>
Other Professional Staff	<input type="text" value="1.10"/>
All Other Paid Staff (Except Student Assistants)	<input type="text" value="0.00"/>
Student Assistants	<input type="text" value="0.00"/>
Total	2.10

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 >= \$100,000Library 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
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		85,008 79,020
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits 25,892 30,130
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		5,000
<u>Ongoing commitments to subscriptions</u>		12,287
All other materials/services costs		73
Total materials/services expenses		<input checked="" type="checkbox"/> 17,360 8,344
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		0
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 0 285
Total Expenses		128,260 117,779
Total Expenses (minus Fringe Benefits)		102,368 87,649

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

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 checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input 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="3.00"/> 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"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

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	11,944	250,640
Databases		93
Media	482	46,356
Serials	19	26,291
Total Collection	12,445	323,380
Total Circulation	1,292	376

Expenses	Amount
Salaries and wages	\$85,008
Fringe benefits	\$25,892
Materials/services expenses	\$17,360
Operations and maintenance expenses	\$0
Total expenses	\$128,260

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (11,944) is outside the expected range of between 15,148 and 28,132 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We were still weeding books from our collection per the instructions from our then President of the College			
Screen Entry	The number entered (482) is outside the expected range of between 871 and 1,617 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	All of the media that we deleted was VHS tapes. We no longer support that platform with the equipment needed. We are moving to DVD and streaming			
Screen Entry	The calculated value (12,445) is outside the expected range of between 16,043 and 29,793 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Our new total is based on what the calculations came to for this year.			
Screen Entry	The number entered (1,292) is outside the expected range of between 1,413 and 2,623 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This number was significantly lower due to Covid and we were also closed for 8 months for renovation.			
Screen Entry	The number entered (376) is outside the expected range of between 187 and 347 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our number of online searches actually increased due to Covid and the majority of our classes being online.			
Screen Entry	The number entered (0) is outside the expected range of between 19 and 33 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We did not send out any loans due to Covid as well as being closed for 8 months for renovation.			
Screen Entry	You indicated that your institution has Interlibrary Loan Services but entered a value of 0 for Total interlibrary loans and documents provided to other libraries. Please correct your data or explain. (Error #15038)	Explanation	Yes	
Reason	Due to Covid most of the Community college libraries were not doing ILLs. We were one of those colleges. We are now doing them again			
Screen Entry	The number entered (7) is outside the expected range of between 1 and 1 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The amount of items requested by our patrons increased so we requested those items from other schools that had them.			
Screen Entry	The number entered (19) is outside the expected range of between 24 and 44 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to non usage and/or low usage, we opted out of many of our magazine subscriptions. We only kept the ones requested for this year			
Screen: Expenses				
Screen Entry	The calculated value (17,360) is outside the expected range of between 6,258 and 10,430 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	This number increased because we ordered two new digital databases/streaming platforms.			
Screen Entry	The calculated value (0) is outside the expected range of between 186 and 384 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Due to being closed for 8 months, we did not need to spend as much money as the previous year			