

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: P2367531

Academic Libraries 2020-21

Institution: Tacoma Community College (236753)

User ID: P2367531

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**.

Institution: Tacoma Community College (236753)

User ID: P2367531

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: Tacoma Community College (236753)

User ID: P2367531

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 type="text" value="33,629"/>	30,921	<input checked="" type="checkbox"/>	<input type="text" value="307,576"/>	147,057	
Databases				<input type="text" value="65"/>	56	
Media	<input type="text" value="1,276"/>	1,278		<input type="text" value="119,934"/>	105,071	
Serials	<input type="text" value="41"/>	46		<input type="text" value="20"/>	19	
Total	34,946	32,245	<input checked="" type="checkbox"/>	427,595	252,203	462,541
Library Circulation	<input checked="" type="checkbox"/>	<input type="text" value="4,641"/>		<input type="text" value="519,763"/>	578,904	524,404

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 type="text" value="89"/>	101
Total interlibrary loans and documents received	<input type="text" value="190"/>	155

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs
Librarians	<input type="text" value="6"/>
Other Professional Staff	<input type="text" value="5"/>
All Other Paid Staff (Except Student Assistants)	<input type="text" value="0"/>
Student Assistants	<input type="text" value="1"/>
Total	12

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

A note about physical circulation and digital circulation: Due to the pandemic and lower enrollment, the numbers are lower than normal.

Institution: Tacoma Community College (236753)

User ID: P2367531

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
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<input type="text" value="0"/>	0

i Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="686,218"/>	642,703

Are staff <u>fringe benefits</u> paid out of the library budget?			
<input type="radio"/>	No		
<input checked="" type="radio"/>	Yes	Total Fringe benefits	<input type="text" value="241,746"/> 228,349

Materials/services expenses

One-time purchases of <u>books, serial back-files</u> , and other materials	<input type="text" value="33,873"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="112,817"/>	
All other materials/services costs	<input type="text" value="41,368"/>	
Total materials/services expenses	<input checked="" type="checkbox"/> 188,058	123,889

Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="0"/>	
All other operations and maintenance expenses	<input type="text" value="3,200"/>	
Total operations and maintenance expenses	<input checked="" type="checkbox"/> 3,200	61,957

Total Expenses	1,119,222	1,056,898
Total Expenses (minus Fringe Benefits)	877,476	828,549

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

Under operations and maintenance expenses and All other operations and maintenance expenses, there is a big difference in what we reported for this year and the previous year. That is due to a signage project that we did the previous year which spent more than usual from this category.

Institution: Tacoma Community College (236753)

User ID: P2367531

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="15.00"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

Institution: Tacoma Community College (236753)

User ID: P2367531

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	33,629	307,576
Databases		65
Media	1,276	119,934
Serials	41	20
Total Collection	34,946	427,595
Total Circulation	4,641	519,763

Expenses	Amount
Salaries and wages	\$686,218
Fringe benefits	\$241,746
Materials/services expenses	\$188,058
Operations and maintenance expenses	\$3,200
Total expenses	\$1,119,222

Institution: Tacoma Community College (236753)

User ID: P2367531

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (307,576) is outside the expected range of between 102,940 and 191,174 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We added more ebook collections and greatly increased the number available to campus.			
Screen Entry	The calculated value (427,595) is outside the expected range of between 176,543 and 327,863 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We added more electronic resources and use increased significantly.			
Screen Entry	The number entered (4,641) is outside the expected range of between 6,143 and 11,407 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Circulation was greatly impacted by covid-19. We closed for the majority of the year with only some services open and so circulation of print materials went down dramatically.			
Screen: Expenses				
Screen Entry	The calculated value (188,058) is outside the expected range of between 92,917 and 154,861 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	More money invested in subscriptions to online databases.			
Screen Entry	The calculated value (3,200) is outside the expected range of between 40,273 and 83,641 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The previous year, we invested significant resources in library signage, taken from this area. That was an anomaly. Back to normal during this year.			