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 expenses, and library services for libraries in degree-granting postsecondary institutions.
Changes to reporting for 2019-20
There are no changes to this survey component.
For 2020-21 changes, please review the preview screens available on the Survey Materials page.
Data Reporting Reminders
Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.
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 2019. 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**.

Screening Questions

Were your annual total library expenses for Fiscal Year 2019:

○ Less than $100,000	◉ Greater than or equal to $100,000

Is the library collection entirely electronic?

◉ No	○ Yes

Library Collections/Circulation and Interlibrary Loan Services

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 2019.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
🔵 Books	30,921	**31,347**	147,057	**147,057**	
Databases			56	**51**	
Media	1,278	**1,405**	⬇ 105,071	**31,176**	
Serials	46	**47**	19	**20**	
Total	32,245	**32,799**	⬇ 252,203	**178,304**	284,448
🔵 Library Circulation	⬇ 8,775	**27,538**	578,904	**575,995**	587,679

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	101	**119**
Total interlibrary loans and documents received	⬇ 155	**93**

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the College Navigator Website.

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, 2019.		
		Prior Year Amount
🔵Indicate the number of branch and independent libraries (exclude the main or central library).	0	**0**

🔵Expenses	**Amount**	
Total salaries and wages for the library staff	642,703	**630,180**
Are staff fringe benefits paid out of the library budget?		
⭕ No		
🔘 Yes **Total Fringe benefits**	228,349	**230,258**
Materials/services expenses		
One-time purchases of books, serial back-files, and other materials	34,174	
Ongoing commitments to subscriptions	89,028	
All other materials/services costs	687	
Total materials/services expenses	123,889	**103,337**
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	61,957	
Total operations and maintenance expenses	⬦ 61,957	**42,500**
Total Expenses	1,056,898	**1,006,275**
Total Expenses (minus Fringe Benefits)	828,549	**776,017**

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the College Navigator Website.

Prepared by

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: Candice Watkins

Email: cwatkins@tacomacc.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	15.00 hours	hours	1.00 hours	hours
Other offices	hours	hours	hours	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 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 your DFR. Data Feedback Reports will be available through the Data Center and sent to your institution's CEO in November 2019.

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	30,921	147,057
Databases		56
Media	1,278	105,071
Serials	46	19
Total Collection	32,245	252,203
Total Circulation	8,775	578,904

Expenses	Amount
Salaries and wages	$642,703
Fringe benefits	$228,349
Materials/services expenses	$123,889
Operations and maintenance expenses	$61,957
Total expenses	$1,056,898

Academic Libraries

Tacoma Community College (236753)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (105,071) is outside the expected range of between 21,824 and 40,528 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We acquired more streaming video databases which are searchable through our library search interface. It's a significant increase.			
Screen Entry	The calculated value (252,203) is outside the expected range of between 124,813 and 231,795 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	The big difference here is the streaming video that I've accounted for in the previous explanation field - basically we acquired new streaming video databases, fully searchable by users through the library's search system.			
Screen Entry	The number entered (155) is outside the expected range of between 66 and 120 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We are advertising this service more to our students and therefore have seen a significant increase.			
Screen Entry	The number entered (8,775) is outside the expected range of between 19,277 and 35,799 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The reports for previous years were incorrect. We have corrected the problem. This is the correct number for this time period.			
Screen: Expenses				
Screen Entry	The calculated value (61,957) is outside the expected range of between 27,625 and 57,375 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We've had to move money around in past years to accommodate budget needs. That's probably why there's a discrepancy there.			