IPEDS **2024-25 Data Collection System**

Academic Libraries 2024-25

Institution: Santa Clara University (122931)   User ID: P1229311

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.

- Report all data for fiscal year (FY) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:

No changes for the 2024-25 data collection period.

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 2024. 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
- 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 2024:**

○ 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 2024.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	551,890	552,444	960,281	957,638	
Databases			343	360	
Media ☑	11,655	19,313	20,401	18,322	
Serials	13,237	14,736	108,991	104,383	
Total	**576,782**	**586,493**	**1,090,016**	**1,080,703**	**1,666,798**

	Physical		Digital/Electronic		Total
ⓘ Library Circulation	9,161	8,507	372,372	431,813	**381,533**

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	15,297	20,204
Total interlibrary loans and documents received	3,460	3,283

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	20.50	20.50
Other Professional Staff ☑	0.00	16.00
All Other Paid Staff (Except Student Assistants) ☑	22.20	6.60
Student Assistants	8.50	10.50
Total	**51.20**	**53.60**

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, 2024.

		Prior Year Amount
ℹ **Indicate the number of branch and independent libraries (exclude the main or central library).**	1	1

ℹ **Expenses**		**Amount**	
Total salaries and wages for the library staff	☑	4,106,567	3,165,635

Are staff fringe benefits paid out of the library budget?		
◉	No	
○	Yes	**Total Fringe benefits**		0

Materials/services expenses

	Amount	Prior Year Amount
One-time purchases of books, serial back-files, and other materials	462,699	344,456
Ongoing commitments to subscriptions	4,631,250	4,578,982
All other materials/services costs	105,044	92,967
Total materials/services expenses	**5,198,993**	5,016,405

Operations and maintenance expenses

	Amount	Prior Year Amount
Preservation services	92,132	50,975
All other operations and maintenance expenses	1,039,705	1,113,498
Total operations and maintenance expenses	**1,131,837**	1,164,473

	Amount	Prior Year Amount
Total Expenses	**10,437,397**	9,346,513
Total Expenses (minus Fringe Benefits)	**10,437,397**	9,346,513

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

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User ID: P1229311

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:	Rachel Wishkoski				
Email:	rwishkoski@scu.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
8.00	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	4.50 hours	1.00 hours	0.50 hours	0.50 hours
Other offices	0.50 hours	0.00 hours	0.00 hours	0.00 hours

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Summary

Academic Libraries Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2025.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	551,890	960,281
Databases		343
Media	11,655	20,401
Serials	13,237	108,991
Total	576,782	1,090,016
Library Circulation	9,161	372,372

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 15297 Total interlibrary loans and documents received : 3460
Library Staff	Librarians : 20.50 Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 22.20 Student Assistants : 8.50

Expenses	Amount
Branch and independent libraries	1
Salaries and wages	4,106,567
Fringe benefits	
Total materials/services expenses	5,198,993
Total operations and maintenance expenses	1,131,837
Total Expenses	10,437,397

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (11,655) is outside the expected range of between 13,520 and 25,106 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The Law Library discarded almost all of its microfiche collection and cleaned up the bibliographic records prior to the library's migration to FOLIO.			
Screen Entry	The Other Professional Staff(0.00) is outside the expected range compared to Other Professional Staff reported in the prior year(16.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	Based on the definition, we think the University Library has been reporting non-librarian staff in the wrong category for several years. This year, moved non-exempt, non-librarian staff from Other Professional Staff to All Other Paid Staff category.			
Screen Entry	The All Other Paid Staff(22.20) is outside the expected range compared to All Other Paid Staff reported in the prior year(6.60). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	Based on the definition, we think the University Library has been reporting non-librarian staff in the wrong category for several years. This year, moved non-exempt, non-librarian staff from Other Professional Staff to All Other Paid Staff category.			
Screen: Expenses				
Screen Entry	The number entered (4,106,567) is outside the expected range of between 2,532,508 and 3,798,762 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase in Salary & Wages (excluding fringe) from year prior due to staff turnover and vacancies, which included administrative positions.			