

Academic Libraries 2022-23

Institution: Umpqua Community College (210270)

User ID: P2102701

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) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

There are no changes to this survey component.

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 2022. 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**.

Screening Questions

❗ Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2022:

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

Is the library collection entirely electronic?

- No Yes

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 2022.

| Library Collections | Physical | | Digital/Electronic | | Total | |
|------------------------------|-------------------------------------|---|--------------------|--|---------|----------------|
| | | Prior Year Amount | | Prior Year Amount | | |
| Books | <input checked="" type="checkbox"/> | 39,115 | 21,383 | 281,659 | 237,880 | |
| Databases | | | | 104 | 104 | |
| Media | <input checked="" type="checkbox"/> | 5,357 | 3,378 | 47,437 | 0 | |
| Serials | <input checked="" type="checkbox"/> | 5 | 2 | 3 | 3 | |
| Total | | <input checked="" type="checkbox"/> 44,477 | 24,763 | <input checked="" type="checkbox"/> 329,203 | 237,987 | 373,680 |
| i Library Circulation | <input checked="" type="checkbox"/> | 4,805 | 198 | 5,670 | 2,700 | 10,475 |

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 | 2 |
| Total interlibrary loans and documents received | <input checked="" type="checkbox"/> | 7 | 18 |

Does your institution have Library Staff?

- No
- Yes

| Library Staff | | Number of FTEs | Prior Year Amount |
|--|-------------------------------------|----------------|-------------------|
| Librarians | | 2.00 | 2.00 |
| Other Professional Staff | | 0.00 | 0.00 |
| All Other Paid Staff (Except Student Assistants) | <input checked="" type="checkbox"/> | 1.50 | 1.00 |
| Student Assistants | <input checked="" type="checkbox"/> | 1.13 | 0.17 |
| Total | | 4.63 | 3.17 |

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

Digital media increases for circulation and collection numbers is reflective of the UCC Library joining the Films on Demand digital consortium in 2022.
 For circulation differences, the library followed COVID protocols until March 2022.

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, 2022.

| | | 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 | | <input checked="" type="checkbox"/> 132,205 |
| Are staff <u>fringe benefits</u> paid out of the library budget? | | |
| <input type="radio"/> | No | |
| <input checked="" type="radio"/> | Yes | Total Fringe benefits |
| | | 48,729 |
| | | 60,529 |
| Materials/services expenses | | |
| One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials | | 3,520 |
| <u>Ongoing commitments to subscriptions</u> | | 41,554 |
| All other materials/services costs | | 0 |
| Total materials/services expenses | | 45,074 |
| | | 39,979 |
| Operations and maintenance expenses | | |
| <u>Preservation services</u> | | 0 |
| All other operations and maintenance expenses | | 21,942 |
| Total operations and maintenance expenses | | 21,942 |
| | | 21,342 |
| Total Expenses | | 247,950 |
| | | 215,057 |
| Total Expenses (minus Fringe Benefits) | | 199,221 |
| | | 154,528 |

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 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="4.00"/> 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 2023.

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 | 39,115 | 281,659 |
| Databases | | 104 |
| Media | 5,357 | 47,437 |
| Serials | 5 | 3 |
| Total Collection | 44,477 | 329,203 |
| | | |
| Total Circulation | 4,805 | 5,670 |

| Expenses | Amount |
|-------------------------------------|-----------|
| Salaries and wages | \$132,205 |
| Fringe benefits | \$48,729 |
| Materials/services expenses | \$45,074 |
| Operations and maintenance expenses | \$21,942 |
| Total expenses | \$247,950 |

Edit Report

Academic Libraries

| Source | Description | Severity | Resolved | Options |
|---|--|-------------|----------|---------|
| Screen: Collections/Circulation/Interlibrary Loan Services and Staff | | | | |
| Screen Entry | The number entered (5,357) is outside the expected range of between 2,365 and 4,391 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Accepted large donation of DVDs and music CDs from a local community member. | | | |
| Screen Entry | The number entered (5) is outside the expected range of between 2 and 2 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Added three regional newspapers to the collection. | | | |
| Screen Entry | The All Other Paid Staff(1.50) is outside the expected range compared to All Other Paid Staff reported in the prior year(1.00). Please correct your data or explain. (Error #15814) | Explanation | Yes | |
| Reason | The library gained a part-time desk clerk position in 2022. | | | |
| Screen Entry | The Student Assistants(1.13) is outside the expected range compared to Student Assistants reported in the prior year(0.17). Please correct your data or explain. (Error #15815) | Explanation | Yes | |
| Reason | With the end of COVID protols, students returned to campus and were available work as student employees and federal work study workers. | | | |
| Screen Entry | The number entered (39,115) is outside the expected range of between 14,969 and 27,797 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Grant funds received to purchase a fiction leisure reading collection new to the library. | | | |
| Screen Entry | The calculated value (44,477) is outside the expected range of between 17,335 and 32,191 compared to the prior year value. Please correct your data or explain. (Error #15027) | Explanation | Yes | |
| Reason | Grant funds were received by UCC Library to add a fiction leisure reading collection which includes adult, teen, and children's materials as well as graphic novels. A large donation of music CDs and DVDs by a local community member was received by the UCC Library. | | | |
| Screen Entry | The number entered (4,805) is outside the expected range of between 139 and 257 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Prior year circulation was way down because of COVID protocols which kept the library closed to students and the public. COVID protocols were maintained until March 2022 whereupon the library reopened and circulation began again. | | | |
| Screen Entry | The prior year value for the institution was 0. The current year value is (47,437). Please explain the difference in reporting or correct your data. (Error #15049) | Explanation | Yes | |
| Reason | The library joined the Films on Demand consortium in FY 2022 adding digital media to the collection. | | | |
| Screen Entry | The number entered (5,670) is outside the expected range of between 1,890 and 3,510 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Digital circulation now includes media circulation after joining the Films on Demand digital consortium in 2022. | | | |
| Screen Entry | The number entered (0) is outside the expected range of between 2 and 2 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | As many other colleges were also under COVID restrictions, no lending requests were made for UCC's materials. | | | |
| 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 | As many other colleges were also under COVID restrictions, no lending requests were made for UCC's materials. | | | |
| Screen Entry | The number entered (7) is outside the expected range of between 13 and 23 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | The UCC library was short staffed with a library director job vacancy for a good portion of the fiscal year and was unable to provide extensive interlibrary loan services. | | | |

| | | | | |
|-------------------------|---|-------------|-----|--|
| Screen Entry | The calculated value (329,203) is outside the expected range of between 166,591 and 309,383 compared to the prior year value. Please correct your data or explain. (Error #15027) | Explanation | Yes | |
| Reason | The library joined the Films on Demand consortium in FY 2022 adding significantly sized digital media to the collection. | | | |
| Screen: Expenses | | | | |
| Screen Entry | The number entered (132,205) is outside the expected range of between 74,566 and 111,848 compared to the prior year value. Please correct your data or explain. (Error #15015) | Explanation | Yes | |
| Reason | Addition of student workers and part-time desk clerk positions after previous years' reduction in work force. | | | |