

Institution: Frostburg State University (162584)  
User ID: P1625841

## 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

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Were your annual total library expenses for Fiscal Year 2019:

<input type="radio"/>	Less than \$100,000	<input checked="" type="radio"/>	Greater than or equal to \$100,000
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Is the library collection entirely electronic?

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes
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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	245,206	246,542	155,838	134,043	
Databases			77	68	
Media	94,917	94,828	1,099	1,099	
Serials	8,843	8,526	! 149,723	109,640	
Total	348,966	349,896	306,737	244,850	655,703
? Library Circulation	7,377	8,832	3,050	2,910	10,427

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	2,414	2,307
Total interlibrary loans and documents received	2,038	2,532

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 <u>branch and independent libraries</u> (exclude the main or central library).	0	0
Expenses	Amount	
Total salaries and wages for the library staff	1,023,499	1,106,375
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	502,220
		503,462
<b>Materials/services expenses</b>		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	83,650	
Ongoing commitments to subscriptions	408,842	
All other materials/services costs	32,741	
Total materials/services expenses	525,233	539,612
<b>Operations and maintenance expenses</b>		
Preservation services	10,524	
All other operations and maintenance expenses	286,543	
Total operations and maintenance expenses	297,067	279,942
Total Expenses	2,348,019	2,429,391
Total Expenses (minus Fringe Benefits)	1,845,799	1,925,929
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 <u>College Navigator Website</u> .		

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:

<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: Lea Messman-Mandicott		
Email: lmessman@frostburg.edu		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

10.00	Number of Staff (including yourself)
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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	5.00 hours	8.00 hours	2.00 hours	1.00 hours
Other offices	8.00 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	245,206	155,838
Databases		77
Media	94,917	1,099
Serials	8,843	149,723
Total Collection	348,966	306,737
Total Circulation	7,377	3,050

Expenses	Amount
Salaries and wages	\$1,023,499
Fringe benefits	\$502,220
Materials/services expenses	\$525,233
Operations and maintenance expenses	\$297,067
Total expenses	\$2,348,019

Academic Libraries

Frostburg State University (162584)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (149,723) is outside the expected range of between 76,748 and 142,532 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	In FY 2019, we upgraded an EBSCO database from Premiere to Ultimate, picked up two additional e-journal databases. These significantly increased our access to e-resources.			