

IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: P1625841

Academic Libraries 2022-23

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 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**.

Institution: Frostburg State University (162584)

User ID: P1625841

Screening Questions

i 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

Institution: Frostburg State University (162584)

User ID: P1625841

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.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	226,311	230,690	450,427	427,355	
Databases			78	77	
Media	95,993	94,456	591	591	
Serials	<input checked="" type="checkbox"/>	2,526	8,860	151,084	144,248
Total	324,830	334,006	602,180	572,271	927,010
i Library Circulation	<input checked="" type="checkbox"/>	5,566	2,232	139,279	116,565
					144,845

Does your institution have Interlibrary Loan Services ?☐ No☒ Yes

<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	2,921	2,860
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 1,186	641

Does your institution have Library Staff?☐ No☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	9.00	9.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	9.50	9.50
Student Assistants	3.03	3.25
Total	21.53	21.75

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

Throughout FY 2022, we continued an ongoing deselection process that resulted in withdrawing thousands of physical volumes. We also reevaluated our data collection methods resulting in retrieving more accurate data, especially in regard to serials counts and government documents.

Institution: Frostburg State University (162584)

User ID: P1625841

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).	<input type="text" value="0"/>	0

i Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="1,119,173"/>	1,087,544

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="573,852"/>	521,341

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="54,928"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="424,463"/>	
All other materials/services costs	<input type="text" value="22,694"/>	
Total materials/services expenses	502,085	468,899

Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="18,532"/>	
All other operations and maintenance expenses	<input type="text" value="263,984"/>	
Total operations and maintenance expenses	282,516	280,270

Total Expenses	2,477,626	2,358,054
Total Expenses (minus Fringe Benefits)	1,903,774	1,836,713

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="8.00"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="4.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours

Institution: Frostburg State University (162584)

User ID: P1625841

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	226,311	450,427
Databases		78
Media	95,993	591
Serials	2,526	151,084
Total Collection	324,830	602,180
Total Circulation	5,566	139,279

Expenses	Amount
Salaries and wages	\$1,119,173
Fringe benefits	\$573,852
Materials/services expenses	\$502,085
Operations and maintenance expenses	\$282,516
Total expenses	\$2,477,626

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (5,566) is outside the expected range of between 1,563 and 2,901 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Although the Library and FSU campus were open during FY 2021, we saw a significant decline in library usage, including the circulation of the physical collection. In FY 2022, campus was fully in operation, students were back fully on campus and began using the Library and its resources more. That explains the significant increase in our physical circulation statistics.			
Screen Entry	The number entered (1,186) is outside the expected range of between 449 and 833 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Although the Library and FSU campus were open during FY 2021, we saw a significant decline in library usage, including our interlibrary loan services. In FY 2022, campus was fully in operation, students and faculty were back fully on campus and began using the Library and its resources more. That explains the significant increase in our interlibrary loan statistics.			
Screen Entry	The number entered (2,526) is outside the expected range of between 6,202 and 11,518 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Throughout FY 2022, we continued an ongoing deselection process that resulted in withdrawing thousands of physical volumes. We also reevaluated our data collection methods resulting in retrieving more accurate data, especially in regard to serials counts and government documents.			