IPEDS **2023-24 Data Collection System**

Academic Libraries 2023-24

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) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. 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

ℹ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2023:**   2/7

○　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 2023.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	214,500	226,311	530,312	450,427	
Databases			78	78	
Media	98,314	95,993	591	591	
Serials	2,761	2,526	191,423	151,084	
Total	**315,575**	**324,830**	**722,404**	**602,180**	**1,037,979**

		Physical		Digital/Electronic		Total
ℹ️ Library Circulation	☑	8,116	5,566	144,326	139,279	**152,442**

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	☑	1,550	2,921
Total interlibrary loans and documents received		912	1,186

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)	9.00	9.50
Student Assistants	2.77	3.03
Total	**20.77**	**21.53**

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

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, 2023.

		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	1,195,635	1,119,173

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes	**Total Fringe benefits**	557,314	573,852

Materials/services expenses

	Amount	Prior Year Amount
One-time purchases of books, serial back-files, and other materials	43,695	54,928
Ongoing commitments to subscriptions	424,819	424,463
All other materials/services costs	23,150	22,694
Total materials/services expenses	**491,664**	502,085

Operations and maintenance expenses

	Amount	Prior Year Amount
Preservation services	27,711	18,532
All other operations and maintenance expenses	281,940	263,984
Total operations and maintenance expenses	**309,651**	282,516

	Amount	Prior Year Amount
Total Expenses	**2,554,264**	2,477,626
Total Expenses (minus Fringe Benefits)	**1,996,950**	1,903,774

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

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

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:	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?
5.00   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	7.00 hours	0.00 hours	1.00 hours	hours
Other offices	4.00 hours	hours	hours	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 2024.

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	214,500	530,312
Databases		78
Media	98,314	591
Serials	2,761	191,423
Total	315,575	722,404
Library Circulation	8,116	144,326

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 1550 Total interlibrary loans and documents received : 912
Library Staff	Librarians : 9.00 Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 9.00 Student Assistants : 2.77

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	1,195,635
Fringe benefits	557,314
Total materials/services expenses	491,664
Total operations and maintenance expenses	309,651
Total Expenses	2,554,264

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (8,116) is outside the expected range of between 3,897 and 7,235 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	During FY 2022, we were still impacted by the decline in library use that continued after the pandemic. In FY 2023, we initiated a new program of study halls for FSU's student athletes throughout the year. This significantly increased the usage of our collections and building.			
Screen Entry	The number entered (1,550) is outside the expected range of between 2,045 and 3,797 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	During FY 2023, the interlibrary loan staff member retired and we had a vacancy in that position for over 6 months until we were allowed to fill it. As a result, we had to lower our status in regard to the number of requests we could fill.			