

Academic Libraries 2023-24

Institution: Missouri Southern State University (178341)

User ID: P1783411

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**.

Screening Questions

1 Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2023:

- 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 2023.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	190,003	187,221 <input checked="" type="checkbox"/>	2,511,795	1,048,575	
Databases			38	34	
Media	59,827	60,103 <input checked="" type="checkbox"/>	129,998	87,298	
Serials	1,435	1,445 <input checked="" type="checkbox"/>	74,448	155,216	
Total	251,265	248,769	<input checked="" type="checkbox"/> 2,716,279	1,291,123	2,967,544
Library Circulation	3,162	2,957	40,648	49,279	43,810

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	1,584	1,858
Total interlibrary loans and documents received	714	799

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	<input checked="" type="checkbox"/> 4.00	3.00
Other Professional Staff	1.00	1.00
All Other Paid Staff (Except Student Assistants)	4.72	4.87
Student Assistants	3.75	3.67
Total	13.47	12.54

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

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 <u>branch and independent libraries</u> (exclude the main or central library).		0
ⓘ Expenses		Amount
Total <u>salaries and wages</u> for the library staff		469,061 399,238
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes		
Total Fringe benefits		178,794 157,031
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	30,825	25,545
<u>Ongoing commitments to subscriptions</u>	171,250	153,191
All other materials/services costs	9,229	8,517
Total materials/services expenses	211,304	187,253
Operations and maintenance expenses		
<u>Preservation services</u>	3,680	6,392
All other operations and maintenance expenses	119,713	240,648
Total operations and maintenance expenses	<input checked="" type="checkbox"/> 123,393	247,040
Total Expenses	982,552	990,562
Total Expenses (minus Fringe Benefits)	803,758	833,531

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="35.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	<input type="text"/> hours

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	190,003	2,511,795
Databases		38
Media	59,827	129,998
Serials	1,435	74,448
Total	251,265	2,716,279
Library Circulation	3,162	40,648
Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 1584 Total interlibrary loans and documents received : 714 Librarians : 4.00	
Library Staff	Other Professional Staff : 1.00 All Other Paid Staff (Except Student Assistants) : 4.72 Student Assistants : 3.75	

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	469,061
Fringe benefits	178,794
Total materials/services expenses	211,304
Total operations and maintenance expenses	123,393
Total Expenses	982,552

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Upload File	The number entered (2,511,795) is outside the expected range of between 734,003 and 1,363,147 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	MSSU added new electronic databases in FY23 and improved reporting.			
Upload File	The number entered (129,998) is outside the expected range of between 61,109 and 113,487 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	MSSU added streaming services in FY23 and improved reporting.			
Upload File	The calculated value (2,716,279) is outside the expected range of between 903,787 and 1,678,459 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	This increase is due to the addition of new electronic databases in FY23 and improved reporting.			
Upload File	The number entered (74,448) is outside the expected range of between 108,652 and 201,780 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The FY23 value is deduplicated. We were unable to deduplicate the FY22 value.			
Upload File	The Librarians(4.00) is outside the expected range compared to Librarians reported in the prior year(3.00). Please correct your data or explain. (Error #15812)	Explanation	Yes	
Reason	MSSU added one additional full-time librarian position.			
Screen: Expenses				
Screen Entry	The calculated value (123,393) is outside the expected range of between 160,576 and 333,504 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	In FY22, MSSU replaced all library computers. This amount was included in "all other operations and maintenance expenses" for FY22 and not for FY23. This explains the dramatic decrease in total operations and maintenance expenses.			