

Academic Libraries 2022-23

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) 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

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

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.

☐ No

☒ Yes

☐ No

☒ Yes

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, 2022.

		Prior Year Amount
<div><div><div></div><div></div></div><div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div></div>	<div><div></div><div>0</div></div>	<div><div></div><div>0</div></div>
<div><div><div></div><div></div></div><div>Expenses</div></div>	Amount	
Total <u>salaries and wages</u> for the library staff	<div><div></div><div>399,238</div></div>	<div><div></div><div>364,480</div></div>
Are staff <u>fringe benefits</u> paid out of the library budget?		
<div><div><div></div><div></div></div><div>No</div></div>		
<div><div><div></div><div></div></div><div>Yes</div></div>	Total Fringe benefits	<div><div></div><div>157,031</div></div> <div><div></div><div>157,593</div></div>
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div><div></div><div>25,545</div></div>	
<u>Ongoing commitments to subscriptions</u>	<div><div></div><div>153,191</div></div>	
All other materials/services costs	<div><div></div><div>8,517</div></div>	
Total materials/services expenses	<div><div></div><div>187,253</div></div>	<div><div></div><div>192,571</div></div>
Operations and maintenance expenses		
<u>Preservation services</u>	<div><div></div><div>6,392</div></div>	
All other operations and maintenance expenses	<div><div></div><div>240,648</div></div>	
Total operations and maintenance expenses	<div><div><div></div><div></div></div><div>247,040</div></div>	<div><div></div><div>102,692</div></div>
Total Expenses	<div><div><div></div><div></div></div><div>990,562</div></div>	<div><div></div><div>817,336</div></div>
Total Expenses (minus Fringe Benefits)	<div><div></div><div>833,531</div></div>	<div><div></div><div>659,743</div></div>

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:		<input type="text" value="Melissa Forsythe"/>			
Email:		<input type="text" value="forsythe-m@mssu.edu"/>			

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="3.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>					
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data	
Your office	<input type="text" value="25.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="2.00"/> 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	187,221	1,048,575
Databases		34
Media	60,103	87,298
Serials	1,445	155,216
Total Collection	248,769	1,291,123
Total Circulation	2,957	49,279

Expenses	Amount
Salaries and wages	\$399,238
Fringe benefits	\$157,031
Materials/services expenses	\$187,253
Operations and maintenance expenses	\$247,040
Total expenses	\$990,562

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (1,048,575) is outside the expected range of between 1,850,908 and 3,437,398 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We were able to consult a more accurate set of data this year. We now have access to EBSCO Admin which allows us to run reports for title counts for our current holdings (but not past holdings). Last year's count was taken from our electronic discovery service, which may not have removed duplicates or may have included material that didn't fit the criteria. We do not have the information to update last year's submission using the prior year revision system.			
Screen Entry	The calculated value (1,291,123) is outside the expected range of between 1,955,390 and 3,631,438 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We were able to consult a more accurate set of data this year. We now have access to EBSCO Admin which allows us to run reports for title counts for our current holdings (but not past holdings). Last year's count was taken from our electronic discovery service, which may not have removed duplicates or may have included material that didn't fit the criteria. We do not have the information to update last year's submission using the prior year revision system.			
Screen Entry	The number entered (49,279) is outside the expected range of between 9,013 and 16,737 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The person responsible for reporting last year incorrectly reported the value. This year we are correcting the error and will correct last year's data in the Prior Year revision system.			
Screen Entry	The number entered (1,858) is outside the expected range of between 839 and 1,557 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Because these are other institutions requesting the material, it is difficult to say beyond making assumptions that aren't provable. This could be due to the lessening of COVID restrictions, with more libraries returning to normal hours and occupancy. Some of the borrowing institutions are newer to the system (joined since 2019) and they do account for some of the requests so their patrons 'finding' the service may be a factor. We have verified that the number of interlibrary loans and documents provided to other libraries for 2022-2023 is correct.			
Screen Entry	The number entered (155,216) is outside the expected range of between 44,695 and 83,003 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We were able to consult a more accurate set of data this year. We now have access to EBSCO Admin which allows us to run reports for title counts for our current holdings (but not past holdings). Last year's count was taken from our electronic discovery service, which may not have removed duplicates or may have included material that didn't fit the criteria. We do not have the information to update last year's submission using the prior year revision system.			
Screen: Expenses				
Screen Entry	The calculated value (247,040) is outside the expected range of between 66,750 and 138,634 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Budget was re-instated for fiscal year 2022 after budget cuts were made in fiscal year 2021			
Screen Entry	The calculated value (990,562) is outside the expected range of between 653,869 and 980,803 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Budget was re-instated for fiscal year 2022 after budget cuts were made in fiscal year 2021			