

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
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User ID: P1540951

Academic Libraries 2024-25

Institution: University of Northern Iowa (154095)

User ID: P1540951

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) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:

No changes for the 2024-25 data collection period.

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 2024. 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 library expenses (including staff salaries and wages) for Fiscal Year 2024:

- ☐ 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 2024.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	703,323	729,474	764,870	641,526	
<u>Databases</u>			217	254	
<u>Media</u>	88,546	89,431	22,905	21,920	
<u>Serials</u>	19,272	19,977	106,513	106,751	
Total	811,141	838,882	894,505	770,451	1,705,646
 Library Circulation	18,322	19,576	679,866	649,956	698,188

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	2,656	2,632
Total interlibrary loans and documents received	2,139	2,434

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	16.00	15.45
Other Professional Staff	11.00	8.92
All Other Paid Staff (Except Student Assistants)	18.00	17.25
Student Assistants	☒ 26.00	14.00
Total	71.00	55.62

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

We increased our number of student workers due to an upcoming renovation at our branch.

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, 2024.

		Prior Year Amount
Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	1	1

Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	3,163,660	3,042,101

Are staff <u>fringe benefits</u> paid out of the library budget?			
No			
Yes	Total Fringe benefits	1,122,030	1,178,910

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	305,923	376,412
<u>Ongoing commitments to subscriptions</u>	1,692,065	1,814,488
All other materials/services costs	18,199	15,693
Total materials/services expenses	2,016,187	2,206,593

Operations and maintenance expenses

<u>Preservation services</u>	71,830	73,110
All other operations and maintenance expenses	554,534	355,679
Total operations and maintenance expenses	626,364	428,789

Total Expenses	6,928,241	6,856,393
Total Expenses (minus Fringe Benefits)	5,806,211	5,677,483

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

Additional funding was designated to our "other operations and maintenance expenses" for the renovation of an additional accessible restroom on the main floor, new KIC Scanners, and new public computer monitors for our public instruction rooms and the general public areas.

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
☐	Finance Contact	☒	Academic Library Contact
		☐	HR Contact
		☐	Other
Name: Holly Schnieders			
Email: holly.schnieders@uni.edu			

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
4.00	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	1.00 hours	0.20 hours	0.25 hours	0.00 hours
Other offices	1.00 hours	0.00 hours	0.00 hours	0.00 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 2025.

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	703,323	764,870
Databases		217
Media	88,546	22,905
Serials	19,272	106,513
Total	811,141	894,505
Library Circulation	18,322	679,866

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 2656 Total interlibrary loans and documents received : 2139 Librarians : 16.00
Library Staff	Other Professional Staff : 11.00 All Other Paid Staff (Except Student Assistants) : 18.00 Student Assistants : 26.00

Expenses	Amount
Branch and independent libraries	1
Salaries and wages	3,163,660
Fringe benefits	1,122,030
Total materials/services expenses	2,016,187
Total operations and maintenance expenses	626,364
Total Expenses	6,928,241

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The Student Assistants(26.00) is outside the expected range compared to Student Assistants reported in the prior year(14.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Additional student workers have been utilized to prepare for the upcoming renovation of our branch library. This is a large scale project. Work study funding enabled this increase in student workers.			
Screen: Expenses				
Screen Entry	The calculated value (626,364) is outside the expected range of between 278,713 and 578,865 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Additional funding was designated to our "other operations and maintenance expenses" for the renovation of an additional accessible restroom on the main floor, new KIC Scanners, and new public computer monitors for our public instruction rooms and the general public areas.			