

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027
User ID: 88G2401

Academic Libraries 2024-25

Institution: Indiana University-Kokomo (151333)

User ID: 88G2401

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	101,098	95,512	<input checked="" type="checkbox"/>	1,667,618	1,162,980	
<u>Databases</u>				493	533	
<u>Media</u>	2,143	2,111	<input checked="" type="checkbox"/>	159,969	45,707	
<u>Serials</u>	1,979	2,006	<input checked="" type="checkbox"/>	184,638	55,081	
Total	105,220	99,629	<input checked="" type="checkbox"/>	2,012,718	1,264,301	2,117,938

<div><div></div>Library Circulation</div>	4,768	4,272	<input checked="" type="checkbox"/>	104,881	166,043	109,649
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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	3,989	3,867
Total interlibrary loans and documents received	519	498

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	3.00	2.65
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	1.90	2.11
Student Assistants	<input checked="" type="checkbox"/> 1.53	2.60
Total	6.43	7.36

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

That data entered above is a more accurate representation since there are digital collections that all IU campuses have access to. This year is also the year that one person pulling the data was implemented.

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
<div><div>1</div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div>	<div><div></div>0</div>	0

<div><div>1</div>Expenses</div>	Amount	
Total <u>salaries and wages</u> for the library staff	<div><div></div>336,239</div>	323,954

Are staff <u>fringe benefits</u> paid out of the library budget?		
<div><div></div></div>	No	
<div><div></div></div>	Yes	
Total Fringe benefits		<div><div></div>65,755</div> 55,277

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div><div></div>20,272</div>	29,242
<u>Ongoing commitments to subscriptions</u>	<div><div></div>484,342</div>	512,270
All other materials/services costs	<div><div></div>600</div>	1,847
Total materials/services expenses	505,214	543,359

Operations and maintenance expenses

<u>Preservation services</u>	<div><div></div>1,922</div>	292
All other operations and maintenance expenses	<div><div></div>33,457</div>	32,067
Total operations and maintenance expenses	35,379	32,359

Total Expenses	942,587	954,949
Total Expenses (minus Fringe Benefits)	876,832	899,672

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 type="radio"/>	Academic Library Contact	<input checked="" 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="10.00"/> hours	<input type="text" value="5.00"/> hours	<input type="text" value="2.00"/> hours	<input type="text" value="2.50"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> 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 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	101,098	1,667,618
Databases		493
Media	2,143	159,969
Serials	1,979	184,638
Total	105,220	2,012,718
Library Circulation	4,768	104,881

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 3989 Total interlibrary loans and documents received : 519 Librarians : 3.00
Library Staff	Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 1.90 Student Assistants : 1.53

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	336,239
Fringe benefits	65,755
Total materials/services expenses	505,214
Total operations and maintenance expenses	35,379
Total Expenses	942,587

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The Student Assistants(1.53) is outside the expected range compared to Student Assistants reported in the prior year(2.60). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	We did not have as many student assistants employed during the 2024 year.			
Screen Entry	The number entered (1,667,618) is outside the expected range of between 814,086 and 1,511,874 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year there was a mistake made. the -1 titles were not included and this year they are. Adjusted prior year number to 2,028,803. This range should be fine now. Also, IU entered a new agreement with ProQuest Academic, which affected the numbers.			
Screen Entry	The number entered (159,969) is outside the expected range of between 31,995 and 59,419 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year there was a mistake made. the -1 titles were not included and this year they are. Adjusted prior year number to 79,547. This range should be fine now. Also, IU entered a new agreement with ProQuest Academic, which affected the numbers.			
Screen Entry	The calculated value (2,012,718) is outside the expected range of between 885,011 and 1,643,591 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Last year there was a mistake made. the -1 titles were not included and this year they are. Adjusted prior year subtopic numbers. This range should be fine now. Also, IU entered a new agreement with ProQuest Academic, which affected the numbers.			
Screen Entry	The number entered (104,881) is outside the expected range of between 116,231 and 215,855 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This year we were asked to cut the database numbers drastically due to budget cuts.			
Screen Entry	The number entered (184,638) is outside the expected range of between 38,557 and 71,605 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Last year there was a mistake made. the -1 titles were not included and this year they are. Adjusted prior year number to 55,327. This range should be fine now. Also, IU entered a new agreement with ProQuest Academic, which affected the numbers.			