

# IPEDS 2024-25 Data Collection System

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

## Academic Libraries 2024-25

Institution: Indiana University-Northwest (151360)

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

**1** 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

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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 2024.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	106,740	115,185	1,360,059	1,319,394	
Databases			731	660	
Media	38,621	38,680	132,696	52,120	
Serials	2,483	2,644	192,814	170,120	
<b>Total</b>	<b>147,844</b>	156,509	<b>1,686,300</b>	1,542,294	<b>1,834,144</b>
<b>Library Circulation</b>	1,436	1,459	33,332	36,973	<b>34,768</b>

**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	<input checked="" type="checkbox"/>	1,762	707
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	699	1,030

**Does your institution have Library Staff?**

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	4.00	4.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	4.00	4.00
Student Assistants	12.00	12.00
<b>Total</b>	<b>20.00</b>	20.00

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

Lower physical book number due to weeding project. Significant increase in media number is due to the addition of a new video product. Unknown factors went into the changes in ILL numbers in terms of lower numbers of borrowers. Increase in lending due to many new institutions choosing IUN as a lender.

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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
<b>i</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		0
<b>i</b> Expenses		<b>Amount</b>
Total <u>salaries and wages</u> for the library staff		660,555 / 715,462
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	<b>Total Fringe benefits</b> 264,222 / 286,507
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files,</u> and other materials	11,000	9,797
<u>Ongoing commitments to subscriptions</u>	416,634	373,714
All other materials/services costs	2,300	13,141
<b>Total materials/services expenses</b>	<b>429,934</b>	396,652
<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>	8,160	8,160
All other operations and maintenance expenses	38,110	31,681
<b>Total operations and maintenance expenses</b>	<b>46,270</b>	39,841
<b>Total Expenses</b>	<b>1,400,981</b>	1,438,462
<b>Total Expenses (minus Fringe Benefits)</b>	<b>1,136,759</b>	1,151,955

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

Down one FTE in 2024.

Institution: Indiana University-Northwest (151360)

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="4.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="2.50"/> hours
Other offices	<input type="text" value="4.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical	Digital/Electronic
Books	106,740	1,360,059
<a href="#">Databases</a>		731
<a href="#">Media</a>	38,621	132,696
<a href="#">Serials</a>	2,483	192,814
<b>Total</b>	<b>147,844</b>	<b>1,686,300</b>
<b>Library Circulation</b>	<b>1,436</b>	<b>33,332</b>

<b>Interlibrary Loan Services</b>	Total interlibrary loans and documents provided to other libraries : 1762 Total interlibrary loans and documents received : 699 Librarians : 4.00
<b>Library Staff</b>	Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 4.00 Student Assistants : 12.00

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	660,555
Fringe benefits	264,222
Total materials/services expenses	429,934
Total operations and maintenance expenses	46,270
<b>Total Expenses</b>	<b>1,400,981</b>

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff</b>				
Screen Entry	The number entered (132,696) is outside the expected range of between 36,484 and 67,756 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Significant increase in media number is due to the addition of a new video product.			
Screen Entry	The number entered (1,762) is outside the expected range of between 495 and 919 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Increase in lending due to many new institutions choosing IUN as a lender.			
Screen Entry	The number entered (699) is outside the expected range of between 721 and 1,339 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Unknown factors went into the changes in ILL numbers in terms of lower numbers of borrowers.			