

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-South Bend (151342)

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**.

Institution: Indiana University-South Bend (151342)

User ID: 88G2401

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	353,417	351,815	1,678,085	2,021,104	
<u>Databases</u>			620	548	
<u>Media</u>	8,669	8,030	278,870	216,499	
<u>Serials</u>	<input checked="" type="checkbox"/>	4,698	209,835	246,687	
Total	366,784	367,374	2,167,410	2,484,838	2,534,194

 Library Circulation	7,987	8,087	141,112	176,038	149,099
--	-------	-------	---------	---------	---------

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	5,867	6,867
Total interlibrary loans and documents received	1,869	2,059

Does your institution have Library Staff?

- ☐ No
- ☒ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	7.00	7.50
Other Professional Staff	<input checked="" type="checkbox"/> 4.00	3.00
All Other Paid Staff (Except Student Assistants)	3.00	3.50
Student Assistants	3.00	3.90
Total	17.00	17.90

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

One staff member was promoted mid-year 2023 to Professional staff (3.5 OTHER in 2023). Same employee was promoted in 2024 from professional to Librarian. One Librarian (part-time) retired in 2024.

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>2</div>	2

<div><div>1</div>Expenses</div>	Amount	
Total <u>salaries and wages</u> for the library staff	<div><div></div>789,675</div>	819,168

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>296,990</div> 301,023

Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<div><div></div>76,479</div>	63,307
<u>Ongoing commitments to subscriptions</u>	<div><div></div>612,724</div>	587,566
All other materials/services costs	<div><div></div>121,263</div>	64,656
Total materials/services expenses	810,466	715,529

Operations and maintenance expenses

<u>Preservation services</u>	<div><div></div>1,114</div>	784
All other operations and maintenance expenses	<div><div></div>47,323</div>	17,918
Total operations and maintenance expenses	<div><div></div>48,437</div>	18,702

Total Expenses	1,945,568	1,854,422
Total Expenses (minus Fringe Benefits)	1,648,578	1,553,399

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

All other operations & maintenance expenses increased due to courier service negotiations at the state level, increased hospitality expenses, and increased cost of office supplies.

Institution: Indiana University-South Bend (151342)

User ID: 88G2401

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 type="radio"/>	Other
Name:		<input type="text" value="Katherin Plodowski"/>			
Email:		<input type="text" value="kplodows@iu.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="9.00"/>	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="12.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.25"/> hours
Other offices	<input type="text" value="2.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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	353,417	1,678,085
Databases		620
Media	8,669	278,870
Serials	4,698	209,835
Total	366,784	2,167,410
Library Circulation	7,987	141,112

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 5867 Total interlibrary loans and documents received : 1869 Librarians : 7.00
Library Staff	Other Professional Staff : 4.00 All Other Paid Staff (Except Student Assistants) : 3.00 Student Assistants : 3.00

Expenses	Amount
Branch and independent libraries	2
Salaries and wages	789,675
Fringe benefits	296,990
Total materials/services expenses	810,466
Total operations and maintenance expenses	48,437
Total Expenses	1,945,568

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (4,698) is outside the expected range of between 5,271 and 9,787 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Library is deacquisitioning physical journals available on JSTOR or other stable media platforms.			
Screen Entry	The Other Professional Staff(4.00) is outside the expected range compared to Other Professional Staff reported in the prior year(3.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	One staff member was promoted mid-year 2023 to Professional staff (3.5 OTHER in 2023). Same employee was promoted in 2024 from professional to Librarian. One Librarian (part-time) retired in 2024.			
Screen: Expenses				
Screen Entry	The calculated value (48,437) is outside the expected range of between 12,157 and 25,247 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	All other operations & maintenance expenses increased due to courier service negotiations at the state level, increased hospitality expenses, and increased cost of office supplies.			