

IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022
User ID: P1998561

Academic Libraries 2021-22

Institution: Wake Technical Community College (199856)

User ID: P1998561

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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

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 2021. 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](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- 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 2021:

- 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 2021.

Library Collections	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	65,547	65,533	559,825	471,880		
Databases			100	109		
Media	5,023	4,981	566,187	517,311		
Serials	14	14	39,064	41,859		
Total	70,584	70,528	1,165,176	1,031,159	1,235,760	
Library Circulation	<input checked="" type="checkbox"/>	2,523	16,652	970,010	749,164	972,533

Does your institution have Interlibrary Loan Services ?

- No
- Yes

Interlibrary Loan Services		Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	<input checked="" type="checkbox"/>	114	395
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	111	494

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		16.00	16.00
Other Professional Staff		1.00	1.00
All Other Paid Staff (Except Student Assistants)		13.00	13.00
Student Assistants	<input checked="" type="checkbox"/>	3.00	10.00
Total		33.00	40.00

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, 2021.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		6
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		1,269,538
		1,254,519
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		487,045
		466,326
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		87,991
<u>Ongoing commitments to subscriptions</u>		59,946
All other materials/services costs		4,668
Total materials/services expenses		<input checked="" type="checkbox"/> 152,605
		204,875
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		1,941
Total operations and maintenance expenses		1,941
		1,929
Total Expenses		1,911,129
		1,927,649
Total Expenses (minus Fringe Benefits)		1,424,084
		1,461,323

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:

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"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	<input type="text"/> hours
Other offices	<input type="text" value="2.00"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

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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 2021.

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	65,547	559,825
Databases		100
Media	5,023	566,187
Serials	14	39,064
Total Collection	70,584	1,165,176
Total Circulation	2,523	970,010

Expenses	Amount
Salaries and wages	\$1,269,538
Fringe benefits	\$487,045
Materials/services expenses	\$152,605
Operations and maintenance expenses	\$1,941
Total expenses	\$1,911,129

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (2,523) is outside the expected range of between 11,657 and 21,647 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our physical collection was closed due to Covid-19.			
Screen Entry	The number entered (114) is outside the expected range of between 277 and 513 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary Loan services were suspended due to Covid-19.			
Screen Entry	The number entered (111) is outside the expected range of between 346 and 642 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Interlibrary Loan services were suspended due to Covid-19.			
Screen Entry	The Student Assistants(3.00) is outside the expected range compared to Student Assistants reported in the prior year(10.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	We did not hire student employees as a result of Covid-19.			
Screen: Expenses				
Screen Entry	The calculated value (152,605) is outside the expected range of between 153,657 and 256,093 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The library budget was minimally adjusted lower during Covid-19.			