

Institution: University of South Florida-Sarasota-Manatee (451671)

User ID: P4516712

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 expenses, and library services for libraries in degree-granting postsecondary institutions.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.

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 2019. 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

? Were your annual total library expenses for Fiscal Year 2019:

Less than \$100,000

Greater than or equal to \$100,000

Is the library collection entirely electronic?

No

Yes

Library Collections/Circulation and Interlibrary Loan Services

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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	1,399	1,409	985,338	721,020	
Databases			939	941	
Media	158	148	71,504	68,625	
Serials	0	0	64,732	65,050	
Total	1,557	1,557	1,122,513	855,636	1,124,070
Library Circulation	127	210	760,380	871,091	760,507

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	1,791	0
Total interlibrary loans and documents received	1,567	427

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the College Navigator Website.

University of South Florida Sarasota-Manatee, University of South Florida St. Petersburg, and University of South Florida main campus have shared access for the digital/electronic collections.

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, 2019.		
		Prior Year Amount
? Indicate the number of branch and independent libraries (exclude the main or central library).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	88,732	144,432
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	31,049
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	0	
<u>Ongoing commitments to subscriptions</u>	252,938	
All other materials/services costs	4,427	
Total materials/services expenses	257,365	245,167
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	9,398	
Total operations and maintenance expenses	9,398	37,459
Total Expenses	382,891	458,107
Total Expenses (minus Fringe Benefits)	355,495	427,058

You may use the space below to provide context for the data you've reported above. This context box will not be posted on the [College Navigator Website](#).

Prepared by

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: Aura Perez		
Email: aperez@usf.edu		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

2.00	Number of Staff (including yourself)
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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	hours	hours	hours	hours
Other offices	hours	hours	hours	hours

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 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 your DFR. Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

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	1,399	985,338
Databases		939
Media	158	71,504
Serials	0	64,732
Total Collection	1,557	1,122,513
Total Circulation	127	760,380

Expenses	Amount
Salaries and wages	\$88,732
Fringe benefits	\$27,396
Materials/services expenses	\$257,365
Operations and maintenance expenses	\$9,398
Total expenses	\$382,891

Academic Libraries

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Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (127) is outside the expected range of between 147 and 273 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Physical circulation is down. Did not buy any new physical books.			
Screen Entry	The number entered (985,338) is outside the expected range of between 504,714 and 937,326 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The digital/electronic books total reflects an increase in ebooks, electronic music scores and electronic documents from the prior fiscal year.			
Screen Entry	The calculated value (1,122,513) is outside the expected range of between 598,946 and 1,112,326 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	The total reflects an increase in digital/electronic materials from the prior fiscal year.			
Screen Entry	The number entered (1,567) is outside the expected range of between 299 and 555 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	USFSM began circulating ILL requests independent of the partner library at the New College of Florida.			
Screen: Expenses				
Screen Entry	The number entered (88,732) is outside the expected range of between 115,546 and 173,318 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Library staff and student assistants were not paid from the library budget.			
Screen Entry	The calculated value (9,398) is outside the expected range of between 24,349 and 50,569 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Operating and maintenance expenses were minimal during the fiscal year.			