

# IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022  
User ID: P1905492

## Academic Libraries 2021-22

Institution: CUNY Brooklyn College (190549)

User ID: P1905492

### 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**.

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## 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

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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 2021.

<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	675,385	686,802	1,037,579	1,059,648	
Databases			400	395	
Media	54,942	54,155	1,166,084	1,080,626	
Serials	15,759	19,057	171,670	210,961	
<b>Total</b>	<b>746,086</b>	<b>760,014</b>	<b>2,375,733</b>	<b>2,351,630</b>	<b>3,121,819</b>

<b>i</b> Library Circulation	<input checked="" type="checkbox"/>	363	18,443	<input checked="" type="checkbox"/>	326,802	545,767	327,165
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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	<input checked="" type="checkbox"/>	1,078	3,046
Total interlibrary loans and documents received		1,370	1,323

**Does your institution have Library Staff?**

- ☐ No  
☒ Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		16.30	17.00
Other Professional Staff		5.00	6.00
All Other Paid Staff (Except Student Assistants)		25.50	26.00
Student Assistants	<input checked="" type="checkbox"/>	5.00	1.50
<b>Total</b>		<b>51.80</b>	<b>50.50</b>

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

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## Expenses

## Section II: For degree-granting institutions with library expenses &gt;= \$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
<b>i</b> Indicate the number of <b>branch and independent libraries</b> (exclude the main or central library).	<input type="text" value="0"/>	0

<b>i</b> Expenses	Amount	
Total <b>salaries and wages</b> for the library staff	<input type="text" value="3,450,297"/>	3,317,157

Are staff <b>fringe benefits</b> paid out of the library budget?		
<input checked="" type="radio"/>	No	
<input type="radio"/>	Yes	Total Fringe benefits <input type="text" value="0"/>

## Materials/services expenses

One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	<input type="text" value="123,288"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="1,258,700"/>	
All other materials/services costs	<input type="text" value="6,081"/>	
Total materials/services expenses	1,388,069	1,376,391

## Operations and maintenance expenses

<u>Preservation services</u>	<input type="text" value="10,000"/>	
All other operations and maintenance expenses	<input type="text" value="82,492"/>	
Total operations and maintenance expenses	92,492	87,227

Total Expenses	4,930,858	4,780,775
Total Expenses (minus Fringe Benefits)	4,930,858	4,780,775

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

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## Prepared by

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## 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:		<input type="text" value="Michael Hughes"/>			
Email:		<input type="text" value="michael.hughes@brooklyn.cuny.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="5.00"/>	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="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.20"/> hours	<input type="text" value="0.20"/> hours	
Other offices	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	675,385	1,037,579
Databases		400
Media	54,942	1,166,084
Serials	15,759	171,670
Total Collection	746,086	2,375,733
Total Circulation	363	326,802

Expenses	Amount
Salaries and wages	\$3,450,297
Fringe benefits	N/A
Materials/services expenses	\$1,388,069
Operations and maintenance expenses	\$92,492
Total expenses	\$4,930,858

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## Edit Report

## Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (363) is outside the expected range of between 12,911 and 23,975 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We were closed for physical circulation nearly the entire time covered by the survey.			
Screen Entry	The number entered (326,802) is outside the expected range of between 382,037 and 709,497 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We believe a combination of a new electronic usage metric type and a general decrease in use of electronic materials in the first year of the pandemic explain this decrease.			
Screen Entry	The number entered (1,078) is outside the expected range of between 2,133 and 3,959 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We were closed for all interlibrary loan transactions for most of the period covered by the survey.			
Screen Entry	The Student Assistants(5.00) is outside the expected range compared to Student Assistants reported in the prior year(1.50). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	We hired more student assistants during the pandemic.			