

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: P1055251

Academic Libraries 2024-25

Institution: Pima Community College (105525)

User ID: P1055251

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

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

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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	193,303	251,093	32,836	32,150	
Databases			103	103	
Media	17,686	18,569	63,083	65,256	
Serials	242	254 <input checked="" type="checkbox"/>	83	54	
Total	211,231	269,916	96,105	97,563	307,336
Library Circulation	36,176	31,667	647,660	644,677	683,836

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"/>	197	135
Total interlibrary loans and documents received	<input checked="" type="checkbox"/>	24	40

Does your institution have Library Staff?

- No
- Yes

Library Staff		Number of FTEs	Prior Year Amount
Librarians		16.00	16.00
Other Professional Staff	<input checked="" type="checkbox"/>	1.50	1.00
All Other Paid Staff (Except Student Assistants)		19.00	18.50
Student Assistants		9.00	11.00
Total		45.50	46.50

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

In FY 2024 we discovered that our integrated library system (ILS) was erroneously counting some items (books). FY23 and FY22 numbers were mistakenly inflated. This total accurately reflects the number of books in our collection in FY24.

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
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		5
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		2,271,898
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		735,004
Materials/services expenses		
One-time purchases of <u>books, serial back-files,</u> and other materials		258,470
<u>Ongoing commitments to subscriptions</u>		364,277
All other materials/services costs		17,890
Total materials/services expenses		640,637
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		214,536
Total operations and maintenance expenses		214,536
Total Expenses		3,862,075
Total Expenses (minus Fringe Benefits)		3,127,071

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

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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: <input type="text" value="Diane VanderPol, Jayme Adams, Penny Hope"/>					
Email: <input type="text" value="dvanderpol@pima.edu"/>					

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="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="5.00"/> hours	<input type="text" value="5.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="1.00"/> 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	193,303	32,836
Databases		103
Media	17,686	63,083
Serials	242	83
Total	211,231	96,105
Library Circulation	36,176	647,660

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 197 Total interlibrary loans and documents received : 24 Librarians : 16.00
Library Staff	Other Professional Staff : 1.50 All Other Paid Staff (Except Student Assistants) : 19.00 Student Assistants : 9.00

Expenses	Amount
Branch and independent libraries	5
Salaries and wages	2,271,898
Fringe benefits	735,004
Total materials/services expenses	640,637
Total operations and maintenance expenses	214,536
Total Expenses	3,862,075

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (197) is outside the expected range of between 95 and 175 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The demand was increased this year.			
Screen Entry	The number entered (24) is outside the expected range of between 28 and 52 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our demand was decreased this year.			
Screen Entry	The number entered (83) is outside the expected range of between 38 and 70 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We acquired more digital items this year.			
Screen Entry	The Other Professional Staff(1.50) is outside the expected range compared to Other Professional Staff reported in the prior year(1.00). Please correct your data or explain. (Error #15813)	Explanation	Yes	
Reason	The difference is only 0.5 FTE.			