IPEDS **2023-24 Data Collection System**

Academic Libraries 2023-24

Institution: University of Baltimore (161873)   User ID: P1618735

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) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. 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 <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2023:**   2/7

○   Less than $100,000   ⦿   Greater than or equal to $100,000

Is the <u>library collection</u> 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 2023.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	82,016	85,931	187,374	180,456	
Databases			308	244	
Media	7,600	7,425	220	211	
Serials	0	0	☑ 184,863	138,736	
Total	**89,616**	93,356	**372,765**	319,647	**462,381**

ⓘ Library Circulation	☑	3,869	1,855	6,439	7,309	**10,308**

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	2,478	2,264
Total interlibrary loans and documents received	2,832	2,316

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	14.00	19.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	9.50	8.50
Student Assistants	8.00	7.25
Total	**31.50**	34.75

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

Serials: Most of our serials are licensed through 3rd party library database. We changed some of our database subscriptions in ways that increased the number of serials to which we had access digitally. Circulation: The University of Baltimore is a commuter school and some programs are transitioning back to in-person in stages. We had more classes, and thus more students, on campus in FY 2023 than 2022. Also, the law library purchased more materials for reserves that were heavily used.

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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, 2023.

		Prior Year Amount
❶ **Indicate the number of branch and independent libraries (exclude the main or central library).**	1	1

❶ **Expenses**	**Amount**	
Total salaries and wages for the library staff	2,083,901	1,985,114

Are staff fringe benefits paid out of the library budget?		
○ No		
◉ Yes	**Total Fringe benefits** 760,394	745,424

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	86,265	87,622
Ongoing commitments to subscriptions	875,159	908,428
All other materials/services costs	24,514	26,354
Total materials/services expenses	**985,938**	1,022,404

Operations and maintenance expenses

Preservation services	15,012	16,257
All other operations and maintenance expenses	386,424	362,076
Total operations and maintenance expenses	**401,436**	378,333

Total Expenses	**4,231,669**	4,131,275
Total Expenses (minus Fringe Benefits)	**3,471,275**	3,385,851

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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other
Name:	Michael Shochet				
Email:	mshochet@ubalt.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
6.00   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?
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	5.50 hours	1.00 hours	0.50 hours	0.50 hours
Other offices	1.00 hours	hours	hours	hours

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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 2024.

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	82,016	187,374
Databases		308
Media	7,600	220
Serials	0	184,863
Total	89,616	372,765
Library Circulation	3,869	6,439

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 2478 Total interlibrary loans and documents received : 2832
Library Staff	Librarians : 14.00 Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 9.50 Student Assistants : 8.00

Expenses	Amount
Branch and independent libraries	1
Salaries and wages	2,083,901
Fringe benefits	760,394
Total materials/services expenses	985,938
Total operations and maintenance expenses	401,436
Total Expenses	4,231,669

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (3,869) is outside the expected range of between 1,299 and 2,411 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The University of Baltimore is a commuter school and several programs are transitioning back to in-person in stages. We had more classes, and thus more students, on campus in FY 2023 than 2022. Also, the law library purchased more materials for reserves that were heavily used.			
Screen Entry	The number entered (184,863) is outside the expected range of between 97,116 and 180,356 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Serials: Most of our serials are licensed through 3rd party library databases. We changed some of our database subscriptions in ways that increased the number of serials to which we had access digitally.			