

Institution: Potomac State College of West Virginia University (237701)
User ID: 88G4407

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.

Recent changes

There are a few changes to the 2016-17 Academic Libraries component from the 2015-16 collection. Visit the [Academic Libraries Resource](#) page for a list of the changes and additional reporting resources.

Data Reporting Reminders

Report all data for fiscal year (FY) 2016. Fiscal year 2016 is defined as the most recent 12-month period that ends before October 1, 2016, 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 2016. 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**.

Screening Questions

Were your annual total library expenses for Fiscal Year 2016:

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

**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 2016.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	5,825			459,159	
Databases				255	
Media	463	362		21,740	
Serials	27				
Total	6,315		0		6,315
Library Circulation	3,141		0	10,596	3,141

Does your instituion have Interlibrary Loan Services ?

- No
 Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	697	147
Total interlibrary loans and documents received	138	242

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](#).

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, 2016.		
		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	282,290	269,198
Are staff fringe benefits paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes	Total Fringe benefits	0
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial backfiles</u> , and other materials	4,703	
Ongoing commitments to subscriptions	14,844	
All other materials/service cost	45,733	
Total materials/services expenses	65,280	77,768
Operations and maintenance expenses		
Preservation services	200	
All other operations and maintenance expenses	15,297	
Total operations and maintenance expenses	15,497	5,589
Total Expenses	363,067	352,555
Total Expenses (minus Fringe Benefits)	363,067	352,555

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

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 type="radio"/> Academic Library Contact	<input checked="" type="radio"/> Other

Name: Donielle Maust
Email: donielle.maust@mail.wvu.edu

How long did it take to prepare this survey component?	hours	minutes
--	-------	---------

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.

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 2016.

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	5,825	
Databases		
Media	463	
Total Collection	6,315	0
Total Circulation	3,141	0

Expenses	Amount
Salaries and wages	\$282,290
Fringe benefits	N/A
Materials/services expenses	\$65,280
Operations and maintenance expenses	\$15,497
Total expenses	\$363,067

Academic Libraries

Potomac State College of West Virginia University (237701)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The Digital/Electronic Library Circulation is expected to be greater than zero. Please correct your data or explain. (Error #15016)	Explanation	Yes	
Reason:	PSC statistics are mixed with WVU main campus and cannot be separated out. WVU Main Campus migrated to a new integrated library system last year which affected their ability to separate the usage. They are working on correcting this for next year if possible.			
Screen Entry	The number entered (697) is outside the expected range of between 103 and 191 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The institution has access to most of WVU main campus electronic/digital materials and received many more requests for electronic items this year.			
Screen Entry	The number entered (138) is outside the expected range of between 170 and 314 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The institution had fewer borrowing requests made by their patrons this year.			
Screen: Expenses				
Screen Entry	The calculated value (15,497) is outside the expected range of between 3,633 and 7,545 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	The institution spent more this year on computer hardware and software.			