

Institution: Potomac State College of West Virginia University (237701)  
User ID: 88G4402

## 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 no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the [Academic Libraries Resource](#) page for additional reporting resources.

#### Data Reporting Reminders

Report all data for fiscal year (FY) 2018. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, 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 2018. 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 2018:

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 2018.**

Library Collections	Physical	Digital/Electronic	Total
	Prior Year Amount	Prior Year Amount	
 Books	6,691	0	0
Databases			0
Media	438		0
Serials	34		0
<b>Total</b>	<b>7,163</b>		<b>0</b>
 Library Circulation	2,373		0

Does your institution have Interlibrary Loan Services ?

- No  
 Yes

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, 2018.

		Prior Year Amount
<b>?</b> Indicate the number of <b>branch and independent libraries</b> (exclude the main or central library).		<b>0</b>
<b>?</b> Expenses	Amount	
Total salaries and wages for the library staff		<b>301,390</b>
<b>Are staff fringe benefits paid out of the library budget?</b>		
<input type="radio"/> No		
<input type="radio"/> Yes	Total Fringe benefits	<b>0</b>
<b>Materials/services expenses</b>		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials		
Ongoing commitments to subscriptions		
All other materials/services costs		
<b>Total materials/services expenses</b>		<b>51,327</b>
<b>Operations and maintenance expenses</b>		
Preservation services		
All other operations and maintenance expenses		
<b>Total operations and maintenance expenses</b>		<b>24,875</b>
<b>Total Expenses</b>		<b>377,592</b>
<b>Total Expenses (minus Fringe Benefits)</b>		<b>377,592</b>

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 type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name:		
Email:		

**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	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 2018.

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		
Databases		
Media		
Serials		
Total Collection		
Total Circulation		

Expenses	Amount
Salaries and wages	
Fringe benefits	
Materials/services expenses	
Operations and maintenance expenses	
Total expenses	

**Academic Libraries**

(237701)

**There are no errors for the selected survey and institution.**