

## Academic Libraries 2017-18

Institution: Potomac State College of West Virginia University (237701)

User ID: 88G4404

### 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 2017-18 Academic Libraries component from the 2016-17 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) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, 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 2017. 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 2017:

- |                       |                     |                                  |                                    |
|-----------------------|---------------------|----------------------------------|------------------------------------|
| <input type="radio"/> | Less than \$100,000 | <input checked="" type="radio"/> | Greater than or equal to \$100,000 |
|-----------------------|---------------------|----------------------------------|------------------------------------|

Is the library collection entirely electronic?

- |                                  |    |                       |     |
|----------------------------------|----|-----------------------|-----|
| <input checked="" type="radio"/> | No | <input type="radio"/> | 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 2017.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	6,691	5,825	0	0	
Databases			0	0	
Media	438	463	0	0	
Serials	34	27	0	0	
<b>Total</b>	<b>7,163</b>	<b>6,315</b>	<b>0</b>	<b>0</b>	<b>7,163</b>

Library Circulation	2,373	3,141	0	0	2,373
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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	200	697
Total interlibrary loans and documents received	31	138

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.

Electronic figures are from WVU Libraries collection. PSC digital/ electronic statistics can not be separated from WVU Statistics.  
 PSC does not loan media, new books, electronic books, or electronic journals/articles (since they do not own/pay for electronic access and are not licensed to fill any requests).

**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, 2017.

		Prior Year Amount
<b>?</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).	<input type="text" value="0"/>	<b>0</b>

<b>?</b> Expenses	Amount	
Total <u>salaries and wages</u> for the library staff	<input type="text" value="301,390"/>	<b>282,290</b>

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

<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial backfiles,</u> and other materials	<input type="text" value="3,984"/>	
<u>Ongoing commitments to subscriptions</u>	<input type="text" value="22,121"/>	
All other materials/service cost	<input type="text" value="25,222"/>	
<b>Total materials/services expenses</b>	<b>51,327</b>	<b>65,280</b>

<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>	<input type="text" value="0"/>	
All other operations and maintenance expenses	<input type="text" value="24,875"/>	
<b>Total operations and maintenance expenses</b>	<b>24,875</b>	<b>15,497</b>

<b>Total Expenses</b>	<b>377,592</b>	<b>363,067</b>
<b>Total Expenses (minus Fringe Benefits)</b>	<b>377,592</b>	<b>363,067</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](#).

PSC spent \$10,000.00 more on computer and software purchases

**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 checked="" type="radio"/>	Other
Name:	<input type="text" value="Debbie Wilson"/>				
Email:	<input type="text" value="Debbie.Wilson@mail.wvu.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="3.00"/>	Number of Staff (including yourself)
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**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="2.00"/> 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="2.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> 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 2017.

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	6,691	0
Databases		0
Media	438	0
Serials	34	0
Total Collection	7,163	0
Total Circulation	2,373	0

Expenses	Amount
Salaries and wages	\$301,390
Fringe benefits	N/A
Materials/services expenses	\$51,327
Operations and maintenance expenses	\$24,875
Total expenses	\$377,592

**Academic Libraries**

**Potomac State College of West Virginia University (237701)**

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation and Interlibrary Loan Services</b>				
Screen Entry	The number entered (200) is outside the expected range of between 488 and 906 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We do not loan media, new books, electronic books, or electronic journals/articles (since we do not own/pay for electronic access, we are not licensed to fill any requests)			
Screen Entry	The number entered (31) is outside the expected range of between 97 and 179 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We do not loan media, new books, electronic books, or electronic journals/articles (since we do not own/pay for electronic access, we are not licensed to fill any requests)			
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.			
<b>Screen: Expenses</b>				
Screen Entry	The calculated value (24,875) is outside the expected range of between 10,074 and 20,920 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	We spent \$10,000.00 more on computer and software purchases			