Institution: Dalton State College (139463)
User ID: P1394631

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	Prior Year Amount	Digital/Electronic	Prior Year Amount	Total
Books	143,900	**144,351**	422,135	**982,119**	
Databases			284	**224**	
Media	8,938	**8,904**	15,500	**15,500**	
Serials	10	**50**	2,127	**100**	
Total	152,848	**153,305**	440,046	**997,943**	592,894
Library Circulation	8,860	**8,920**	14,131	**23,626**	22,991

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	404	**378**
Total interlibrary loans and documents received	287	**341**

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**.

The counts for digital/electronic circulations for books decreased due to the cancellation of two databases.

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
❶Indicate the number of branch and independent libraries (exclude the main or central library).	1	**1**
❷Expenses	**Amount**	
Total **salaries and wages** for the library staff	370,811	**367,685**
Are staff **fringe benefits** paid out of the library budget?		
○ No		
◉ Yes **Total Fringe benefits**	169,368	**150,824**
Materials/services expenses		
One-time purchases of books, serial back-files, and other materials	18,683	
Ongoing commitments to subscriptions	89,346	
All other materials/services costs	877	
Total materials/services expenses	108,906	**122,341**
Operations and maintenance expenses		
Preservation services	510	
All other operations and maintenance expenses	10,076	
Total operations and maintenance expenses	⬥ 10,586	**24,393**
Total Expenses	659,671	**665,243**
Total Expenses (minus Fringe Benefits)	490,303	**514,419**

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.

Tried to keep purchase of supplies to a minimum in order to be able to purchase needed computer/data materials. Additional end-of-year funds were allocated to library and we were not required to use as much from our operating budget.

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:

○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	◉ Academic Library Contact	○ Other

Name: Melissa Whitesell
Email: mwhitesell@daltonstate.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

3.00 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	10.00 hours	1.00 hours	2.00 hours	hours
Other offices	hours	hours	hours	hours

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.

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	143,900	422,135
Databases		284
Media	8,938	15,500
Serials	10	2,127
Total Collection	152,848	440,046
Total Circulation	8,860	14,131

Expenses	Amount
Salaries and wages	$370,811
Fringe benefits	$169,368
Materials/services expenses	$108,906
Operations and maintenance expenses	$10,586
Total expenses	$659,671

Academic Libraries

Dalton State College (139463)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (422,135) is outside the expected range of between 687,484 and 1,276,754 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Two databases subscriptions were cancelled, and these held numerous ebooks, so usage/circ. stats decreased.			
Screen Entry	The calculated value (440,046) is outside the expected range of between 698,561 and 1,297,325 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Two databases subscriptions were cancelled, and these held numerous ebooks, so usage/circ. stats decreased.			
Screen Entry	The number entered (14,131) is outside the expected range of between 16,539 and 30,713 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Two databases subscriptions were cancelled, and these held numerous ebooks, so usage/circ. stats decreased.			
Screen Entry	The number entered (10) is outside the expected range of between 35 and 65 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	An evaluation of serials determined that nearly all of our print serial subscriptions were available full-text and without embargo in database. We cancelled print since users preferred electronic access.			
Screen Entry	The number entered (2,127) is outside the expected range of between 70 and 130 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The previous year's number indicated titles that the library rather than the consortium subscribed.			
Screen: Expenses				
Screen Entry	The calculated value (10,586) is outside the expected range of between 15,856 and 32,930 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Tried to keep purchase of supplies to a minimum in order to be able to purchase needed computer/data materials. Additional end-of-year funds were allocated to library and we were not required to use as much from our operating budget.			