

IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022
User ID: P2293001

Academic Libraries 2021-22

Institution: The University of Texas Health Science Center at Houston (229300)

User ID: P2293001

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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

Changes to reporting for 2021-22:

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 2021. 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](#)
- Visit the [Academic Libraries Resource](#) page for additional reporting resources.
- 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

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- Less than \$100,000 Greater than or equal to \$100,000

Is the library collection entirely electronic?

- No Yes

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 2021.

Library Collections	Physical			Digital/Electronic		Total
		Prior Year Amount			Prior Year Amount	
Books	<input type="text" value="138,012"/>	125,499	<input checked="" type="checkbox"/>	<input type="text" value="1,104,752"/>	662,743	
Databases			<input checked="" type="checkbox"/>	<input type="text" value="1,139"/>	596	
Media	<input checked="" type="checkbox"/> <input type="text" value="338"/>	258	<input checked="" type="checkbox"/>	<input type="text" value="91,975"/>	154,791	
Serials	<input checked="" type="checkbox"/> <input type="text" value="7,943"/>	11,480		<input type="text" value="256,696"/>	206,375	
Total	146,293	137,237	<input checked="" type="checkbox"/>	1,454,562	1,024,505	1,600,855
Library Circulation	<input checked="" type="checkbox"/> <input type="text" value="264"/>	698	<input checked="" type="checkbox"/>	<input type="text" value="1,271,150"/>	520,859	1,271,414

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	<input type="text" value="1,924"/>	2,436
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> <input type="text" value="4,076"/>	6,215

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	<input type="text" value="14.00"/>	12.00
Other Professional Staff	<input type="text" value="12.00"/>	10.00
All Other Paid Staff (Except Student Assistants)	<input type="text" value="12.00"/>	10.50
Student Assistants	<input checked="" type="checkbox"/> <input type="text" value="6.00"/>	2.50
Total	44.00	35.00

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

The School of Public Health Library reopened in 2021 and added student positions.

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, 2021.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		2
<input checked="" type="checkbox"/> <input type="text" value="3"/>		
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		380,614 320,564
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	Total Fringe benefits 39,541 33,334
Materials/services expenses		
One-time purchases of <u>books, serial back-files</u> , and other materials		44,277
<u>Ongoing commitments to subscriptions</u>		116,895
All other materials/services costs		0
Total materials/services expenses		<input checked="" type="checkbox"/> 161,172 125,935
Operations and maintenance expenses		
<u>Preservation services</u>		0
All other operations and maintenance expenses		3,262,657
Total operations and maintenance expenses		3,262,657 3,353,626
Total Expenses		3,843,984 3,833,459
Total Expenses (minus Fringe Benefits)		3,804,443 3,800,125

You may use the space below to provide context for the data you've reported above.

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:

<input checked="" 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	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

Institution: The University of Texas Health Science Center at Houston (229300)

User ID: P2293001

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 specifically for your institution through the College Navigator website and is included 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 the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2021.

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	138,012	1,104,752
Databases		1,139
Media	338	91,975
Serials	7,943	256,696
Total Collection	146,293	1,454,562
Total Circulation	264	1,271,150

Expenses	Amount
Salaries and wages	\$380,614
Fringe benefits	\$39,541
Materials/services expenses	\$161,172
Operations and maintenance expenses	\$3,262,657
Total expenses	\$3,843,984

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (338) is outside the expected range of between 181 and 335 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The School of Public Health library reopened in FY 2021; this increase is attributable to purchases made by library staff as they ramped back up.			
Screen Entry	The number entered (264) is outside the expected range of between 489 and 907 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	All libraries were physically closed for a portion of FY 2021 due to the ongoing pandemic. This decrease in physical circulation is a direct result of these closures.			
Screen Entry	The number entered (1,104,752) is outside the expected range of between 463,921 and 861,565 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The increase in electronic books is mainly due to two factors: (1) reducing print resources during COVID-19 and buying back files of journals, and electronic copies of books, that were previously on print; and (2) the reopening of the School of Public Health library.			
Screen Entry	The number entered (1,139) is outside the expected range of between 418 and 774 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The increase in electronic databases reflects the reopening of the School of Public Health library and the resulting availability of additional databases specific to public health research.			
Screen Entry	The number entered (91,975) is outside the expected range of between 108,354 and 201,228 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The decrease in electronic media reflects a short-term shift in purchasing choices during FY 2021.			
Screen Entry	The calculated value (1,454,562) is outside the expected range of between 717,154 and 1,331,856 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	The increase is mainly due to reducing print resources during COVID-19 and buying back files of journals, and electronic copies of books, that were previously on print.			
Screen Entry	The number entered (1,271,150) is outside the expected range of between 364,602 and 677,116 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Electronic library circulation more than doubled due to ongoing pandemic-related behavior shifts on the part of library patrons.			
Screen Entry	The number entered (7,943) is outside the expected range of between 8,036 and 14,924 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The decrease in print serials is mainly due to reducing print resources during COVID-19 and buying back files of journals, and electronic copies of books, that were previously on print.			
Screen Entry	The Student Assistants(6.00) is outside the expected range compared to Student Assistants reported in the prior year(2.50). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	The School of Public Health Library reopened in 2021 and added student positions.			
Screen Entry	The number entered (4,076) is outside the expected range of between 4,351 and 8,079 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The TMC Library (to which UTHHealth Houston contracts for library services) reopened in July 2021; this decrease is attributable to the effects of pandemic-related service changes.			
Screen: Expenses				
Screen Entry	The number of branch and independent libraries is expected to be equal to the prior year value. Please correct your data or explain. (Error #15021)	Explanation	Yes	
Reason	The School of Public Health library reopened in 2021. This increase reflects that.			
Screen Entry	The calculated value (161,172) is outside the expected range of between 94,452 and 157,418 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	

Reason	The increase is mainly due to reducing print resources during COVID-19 and buying back files of journals, and electronic copies of books, that were previously on print.
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