

Academic Libraries 2023-24

Institution: University of California-San Francisco (110699)

User ID: P1106991

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.
- Report all data for fiscal year (FY) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

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 2023. 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**.

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Screening Questions

i Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2023:

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

Is the library collection entirely electronic?

- No Yes

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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 2023.

Library Collections	Physical		Digital/Electronic		Total	
		Prior Year Amount		Prior Year Amount		
Books	<input checked="" type="checkbox"/>	229,282	132,629	<input checked="" type="checkbox"/>	1,209,466	860,524
Databases					344	338
Media	<input checked="" type="checkbox"/>	478	349	<input checked="" type="checkbox"/>	37,101	13,295
Serials	<input checked="" type="checkbox"/>	8,451	2,601		305,796	284,189
Total		<input checked="" type="checkbox"/> 238,211	135,579	<input checked="" type="checkbox"/> 1,552,707		1,158,346
Library Circulation	<input checked="" type="checkbox"/>	1,186	534		2,684,163	3,155,369
Total						2,685,349

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	865	889
Total interlibrary loans and documents received	3,946	3,117

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	16.00	14.00
Other Professional Staff	20.43	22.00
All Other Paid Staff (Except Student Assistants)	13.60	16.00
Student Assistants	<input checked="" type="checkbox"/> 0.65	4.00
Total	50.68	56.00

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

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, 2023.

		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		5,933,037 5,512,821
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes	
Total Fringe benefits		1,889,241 1,937,185
Materials/services expenses		
One-time purchases of <u>books, serial back-files,</u> and other materials		69,829 63,242
<u>Ongoing commitments to subscriptions</u>		1,918,699 1,718,753
All other materials/services costs		0 23,239
Total materials/services expenses		1,988,528 1,805,234
Operations and maintenance expenses		
<u>Preservation services</u>		0 275
All other operations and maintenance expenses		1,797,230 1,223,919
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 1,797,230 1,224,194
Total Expenses		11,608,036 10,479,434
Total Expenses (minus Fringe Benefits)		9,718,795 8,542,249

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

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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 type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input checked="" type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text" value="Chris Shaffer"/>				
Email:	<input type="text" value="Chris.Shaffer@ucsf.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="8.00"/>	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? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
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

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Summary

Academic Libraries Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or 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	Digital/Electronic
Books	229,282	1,209,466
<u>Databases</u>		344
<u>Media</u>	478	37,101
<u>Serials</u>	8,451	305,796
Total	238,211	1,552,707
Library Circulation	1,186	2,684,163

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 865 Total interlibrary loans and documents received : 3946 Librarians : 16.00
Library Staff	Other Professional Staff : 20.43 All Other Paid Staff (Except Student Assistants) : 13.60 Student Assistants : 0.65

Expenses	Amount
Branch and independent libraries	3
Salaries and wages	5,933,037
Fringe benefits	1,889,241
Total materials/services expenses	1,988,528
Total operations and maintenance expenses	1,797,230
Total Expenses	11,608,036

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (229,282) is outside the expected range of between 92,841 and 172,417 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The number entered (478) is outside the expected range of between 245 and 453 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The calculated value (238,211) is outside the expected range of between 94,906 and 176,252 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The number entered (1,186) is outside the expected range of between 374 and 694 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Re-opened after pandemic.			
Screen Entry	The number entered (1,209,466) is outside the expected range of between 602,367 and 1,118,681 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The number entered (37,101) is outside the expected range of between 9,307 and 17,283 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The calculated value (1,552,707) is outside the expected range of between 810,843 and 1,505,849 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The number entered (8,451) is outside the expected range of between 1,821 and 3,381 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We migrated to a new ILS. The holdings have been updated to include our remote storage and more accurately reflect our collections.			
Screen Entry	The Student Assistants(0.65) is outside the expected range compared to Student Assistants reported in the prior year(4.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	We have fewer interns this year.			
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	Managing a new hospital library.			
Screen Entry	The calculated value (1,797,230) is outside the expected range of between 795,727 and 1,652,661 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	New grants.			