

Academic Libraries 2022-23

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) 2022. Fiscal Year 2022 is defined as the most recent 12-month period that ends before October 1, 2022, that corresponds to the institution's fiscal year.

Changes to reporting for 2022-23:

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 2022. 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 2022:

- 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 2022.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	132,629	135,535	860,524	806,954	
Databases			338	346	
Media	349	311	13,295	10,325	
Serials	2,601	2,564	284,189	83,374	
Total	135,579	138,410	1,158,346	900,999	1,293,925
Library Circulation	534	593	3,155,369	2,990,256	3,155,903

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	889	1,264
Total interlibrary loans and documents received	3,117	4,774

Does your institution have Library Staff?

- No
- Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	14.00	15.00
Other Professional Staff	22.00	29.03
All Other Paid Staff (Except Student Assistants)	16.00	6.95
Student Assistants	4.00	0.40
Total	56.00	51.38

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, 2022.

		Prior Year Amount
i Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		1
<input checked="" type="checkbox"/> <input type="text" value="2"/>		
i Expenses		Amount
Total <u>salaries and wages</u> for the library staff		5,512,821 5,469,731
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes		
Total Fringe benefits		1,937,185 2,260,414
Materials/services expenses		
One-time purchases of <u>books, serial back-files,</u> and other materials		63,242
<u>Ongoing commitments to subscriptions</u>		1,718,753
All other materials/services costs		23,239
Total materials/services expenses		<input checked="" type="checkbox"/> 1,805,234 467,433
Operations and maintenance expenses		
<u>Preservation services</u>		275
All other operations and maintenance expenses		1,223,919
Total operations and maintenance expenses		<input checked="" type="checkbox"/> 1,224,194 4,156,584
Total Expenses		10,479,434 12,354,162
Total Expenses (minus Fringe Benefits)		8,542,249 10,093,748

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 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="Margarite Jackson da Silva"/>				
Email:	<input type="text" value="Margarite.Jacksondasilva@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

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 2023.

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	132,629	860,524
Databases		338
Media	349	13,295
Serials	2,601	284,189
Total Collection	135,579	1,158,346
Total Circulation	534	3,155,369

Expenses	Amount
Salaries and wages	\$5,512,821
Fringe benefits	\$1,937,185
Materials/services expenses	\$1,805,234
Operations and maintenance expenses	\$1,224,194
Total expenses	\$10,479,434

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (3,117) is outside the expected range of between 3,342 and 6,206 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Continuing decline in use of interlibrary loan.			
Screen Entry	The number entered (284,189) is outside the expected range of between 58,362 and 108,386 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	University of California cancelled Elsevier subscriptions for 2 years and signed a transformative agreement restoring access in 2022.			
Screen Entry	The All Other Paid Staff(16.00) is outside the expected range compared to All Other Paid Staff reported in the prior year(6.95). Please correct your data or explain. (Error #15814)	Explanation	Yes	
Reason	Some staff incorrectly reported as "professional" last year.			
Screen Entry	The Student Assistants(4.00) is outside the expected range compared to Student Assistants reported in the prior year(0.40). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Hired new student assistants.			
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	Clinical library reopened after pandemic.			
Screen Entry	The calculated value (1,805,234) is outside the expected range of between 350,575 and 584,291 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Restored Elsevier agreement			
Screen Entry	The calculated value (1,224,194) is outside the expected range of between 2,701,780 and 5,611,388 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Wrong number entered in last year's survey.			