

Institution: Lord Fairfax Community College (232575)

User ID: P2325756

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		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	65,482	81,321	286,614	244,283	
Databases			151	126	
Media	6,088	7,715	32,074	31,197	
Serials	57	79	87,461	92,245	
Total	71,627	89,115	406,300	367,851	477,927
Library Circulation	13,426	16,647	37,896	29,846	51,322

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	971	757
Total interlibrary loans and documents received	162	79

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](#).

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
? Indicate the number of branch and independent libraries (exclude the main or central library).	1	1
? Expenses	Amount	
Total salaries and wages for the library staff	377,010	453,080
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits 158,874	208,012
Materials/services expenses		
One-time purchases of <u>books, serial back-files, and other materials</u>	63,203	
<u>Ongoing commitments to subscriptions</u>	74,202	
All other materials/services costs	5,199	
Total materials/services expenses	142,604	155,840
Operations and maintenance expenses		
Preservation services	613	
All other operations and maintenance expenses	21,739	
Total operations and maintenance expenses	22,352	21,489
Total Expenses	700,840	838,421
Total Expenses (minus Fringe Benefits)	541,966	630,409

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](#).

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 checked="" type="radio"/> Academic Library Contact | <input type="radio"/> Other |

Name: Sarah Murphy
 Email: smurphy@lfcc.edu

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

4.00 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	2.00hours	10.00hours	1.00hours	hours
Other offices	0.50hours	hours	hours	1.00hours

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 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	65,482	286,614
Databases		151
Media	6,088	32,074
Serials	57	87,461
Total Collection	71,627	406,300
Total Circulation	13,426	37,896

Expenses	Amount
Salaries and wages	\$377,010
Fringe benefits	\$158,874
Materials/services expenses	\$142,604
Operations and maintenance expenses	\$22,352
Total expenses	\$700,840

Academic Libraries

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Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (162) is outside the expected range of between 56 and 102 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We have had more requests this year from faculty and one community patron who needs copies of articles from medical journals.			
Screen: Expenses				
Screen Entry	The number entered (158,874) is outside the expected range of between 166,410 and 249,614 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	We had two employees retire in 2017 (2/2017 and 6/2017) and those positions were eliminated. We also had a third employee that left in October, 2017 and the position wasn't filled until August, 2018.			