

Institution: Lord Fairfax Community College (232575)
User ID: P2325752

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.

Changes to reporting for 2019-20

There are no changes to this survey component.

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Data Reporting Reminders

Report all data for fiscal year (FY) 2019. Fiscal Year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, 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 2019. 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

? Were your annual total library expenses for Fiscal Year 2019:

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 2019.**

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	66,526	65,482	690,775	286,614	
Databases			146	151	
Media	5,970	6,088	37,377	32,074	
Serials	1,067	57	105,683	87,461	
Total	73,563	71,627	833,981	406,300	907,544
Library Circulation	10,013	13,426	37,455	37,896	47,468

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	871	971
Total interlibrary loans and documents received	168	162

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, 2019.		
		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	374,458	377,010
Are staff fringe benefits paid out of the library budget?		
<input type="radio"/> No		
<input checked="" type="radio"/> Yes	Total Fringe benefits	158,874
	170,001	
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	56,511	
Ongoing commitments to subscriptions	64,049	
All other materials/services costs	13,600	
Total materials/services expenses	134,160	142,604
Operations and maintenance expenses		
Preservation services	470	
All other operations and maintenance expenses	26,523	
Total operations and maintenance expenses	26,993	22,352
Total Expenses	705,612	700,840
Total Expenses (minus Fringe Benefits)	535,611	541,966

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?

5.00 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	1.00hours	hours	hours	hours
Other offices	20.00hours	hours	hours	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 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 2019.

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	66,526	690,775
Databases		146
Media	5,970	37,377
Serials	1,067	105,683
Total Collection	73,563	833,981
Total Circulation	10,013	37,455

Expenses	Amount
Salaries and wages	\$374,458
Fringe benefits	\$170,001
Materials/services expenses	\$134,160
Operations and maintenance expenses	\$26,993
Total expenses	\$705,612

Academic Libraries

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Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (690,775) is outside the expected range of between 200,630 and 372,598 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The digital/electronic book figure includes ebooks that our Library purchases access to in a database locally as well as shared ebooks purchased from the VCCS and VIVA. There has been an increase in the ebook availability purchased from the VCCS and VIVA.			
Screen Entry	The calculated value (833,981) is outside the expected range of between 284,410 and 528,190 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	This sum was most affected by the increase in digital/electronic books which was explained in the preceding text box.			
Screen Entry	The number entered (1,067) is outside the expected range of between 40 and 74 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	In fiscal year 2018, the number reported showed the total number of title subscriptions that the Library had. We realized in fiscal year 2019, it should be the total number of issues the Library holds.			