

Institution: SUNY College of Optometry (196228)
User ID: P1962287

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	16,280	17,911	1,275	1,246	
Databases				197	
Media	1,998	2,000		0	
Serials	641	750	111,282	111,282	
Total	18,919	20,661	112,557	112,725	131,476
Library Circulation	942	1,738	3,604	4,560	4,546

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	2,079	1,871
Total interlibrary loans and documents received	596	282

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.

The number of items reported in our physical collection are lower than they were last year as we have undertaken a major weeding project as part of a Library renovation.

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).	0	0
? Expenses	Amount	
Total salaries and wages for the library staff	652,498	471,928
Are staff fringe benefits paid out of the library budget?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes	Total Fringe benefits	0
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	19,195	
Ongoing commitments to subscriptions	148,914	
All other materials/services costs	11,526	
Total materials/services expenses	179,635	158,636
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	76,080	
Total operations and maintenance expenses	76,080	53,562
Total Expenses	908,213	684,126
Total Expenses (minus Fringe Benefits)	908,213	684,126

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: Elaine Wells

Email: ewells@sunyopt.edu

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

3.00 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	10.00hours	2.00hours	1.00hours	0.50hours
Other offices	20.00hours	0.00hours	0.00hours	0.00hours

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	16,280	1,275
Databases		
Media	1,998	
Serials	641	111,282
Total Collection	18,919	112,557
Total Circulation	942	3,604

Expenses	Amount
Salaries and wages	\$652,498
Fringe benefits	N/A
Materials/services expenses	\$179,635
Operations and maintenance expenses	\$76,080
Total expenses	\$908,213

Academic Libraries

SUNY College of Optometry (196228)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (942) is outside the expected range of between 1,217 and 2,259 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	As more of our resources become digital, and more course material is delivered via our online learning system, the number of resources checked out has understandably decreased.			
Screen Entry	The number entered (596) is outside the expected range of between 198 and 366 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	It appears that last year's reported total for interlibrary loans and documents received did NOT include the number for documents received through document delivery, only those received from other libraries. When that number is added into last year's total, the revised number for last year would be 534.			
Screen: Expenses				
Screen Entry	The number entered (652,498) is outside the expected range of between 377,543 and 566,313 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Last year, the Senior Assistant Librarian was received tenure and a promotion to Associate Librarian which resulted in a salary increase. In addition, both the Senior Assistant Librarian and the Library Director received salary increases to reflect responsibility and workload and to work toward parity with other faculty.			
Screen Entry	The calculated value (76,080) is outside the expected range of between 34,816 and 72,308 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	As the Library conducted Phase I of a three phase renovation, some preliminary expenses were absorbed by the regular annual library budget.			
Screen Entry	The calculated value (908,213) is outside the expected range of between 547,301 and 820,951 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	Please see explanations for "total salaries and wages" as well as "all other operations and maintenance expense" as these justify the increase in total expenditures.			