

## Academic Libraries 2021-22

Institution: Berklee College of Music (164748)

User ID: P1647481

### 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. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report all data for fiscal year (FY) 2021. Fiscal Year 2021 is defined as the most recent 12-month period that ends before October 1, 2021, that corresponds to the institution's fiscal year.

#### Changes to reporting for 2021-22:

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 2021. 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

**i** Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2021:

- 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 2021.

Library Collections	Physical		Digital/Electronic		Total		
		Prior Year Amount		Prior Year Amount			
Books	61,931	61,721	110,065	140,478			
Databases			188	172			
Media	75,033	74,978	1,209,996	1,113,105			
Serials	89	89	1,324	1,121			
<b>Total</b>	<b>137,053</b>	<b>136,788</b>	<b>1,321,573</b>	<b>1,254,876</b>	<b>1,458,626</b>		
<input checked="" type="checkbox"/> Library Circulation	<input checked="" type="checkbox"/>	763	25,186	<input checked="" type="checkbox"/>	1,683,603	353,970	<b>1,684,366</b>

Does your institution have Interlibrary Loan Services ?

- No  
 Yes

<u>Interlibrary Loan Services</u>	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	<input checked="" type="checkbox"/> 0	468
Total interlibrary loans and documents received	<input checked="" type="checkbox"/> 0	569

Does your institution have Library Staff?

- No  
 Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	6.00	8.00
Other Professional Staff	14.00	15.00
All Other Paid Staff (Except Student Assistants)	0.00	0.00
Student Assistants	<input checked="" type="checkbox"/> 27.00	88.00
<b>Total</b>	<b>47.00</b>	<b>111.00</b>

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

Due to the COVID-19 pandemic, the libraries were closed for seven months, and one branch was closed for a full year, and no physical items circulated. Interlibrary Loan Services ceased to function for the full year. Usage of our online resources was robust. At the close of FY21, two librarians and one professional staff were furloughed. Other furloughs happened throughout the year.

## 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, 2021.

		Prior Year Amount
<b>i</b> Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).		3
<b>i</b> Expenses		Amount
Total <u>salaries and wages</u> for the library staff		<input checked="" type="checkbox"/> 1,857,008 <span style="float: right;">2,483,945</span>
Are staff <u>fringe benefits</u> paid out of the library budget?		
<input checked="" type="radio"/>	No	
<input type="radio"/>	Yes	Total Fringe benefits <input type="text"/> <span style="float: right;">0</span>
<b>Materials/services expenses</b>		
One-time purchases of <u>books, serial back-files</u> , and other materials		26,927
<u>Ongoing commitments to subscriptions</u>		328,433
All other materials/services costs		13,011
<b>Total materials/services expenses</b>		<b>368,371</b> <span style="float: right;">379,837</span>
<b>Operations and maintenance expenses</b>		
<u>Preservation services</u>		20,595
All other operations and maintenance expenses		62,755
<b>Total operations and maintenance expenses</b>		<b>83,350</b> <span style="float: right;">101,102</span>
<b>Total Expenses</b>		<input checked="" type="checkbox"/> <b>2,308,729</b> <span style="float: right;">2,964,884</span>
<b>Total Expenses (minus Fringe Benefits)</b>		<b>2,308,729</b> <span style="float: right;">2,964,884</span>

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

Fewer print materials were purchased during this year since the libraries were closed and print items were not circulating.

Due to COVID -19 the libraries were closed for several months. A total of 13 staff members were furloughed at various times throughout the year and much fewer student workers were employed.

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:

Email:

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

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	<input type="text" value="6.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours	<input type="text" value="1.00"/> hours
Other offices	<input type="text" value="1.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="1.00"/> 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 2021.

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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	61,931	110,065
Databases		188
Media	75,033	1,209,996
Serials	89	1,324
Total Collection	137,053	1,321,573
Total Circulation	763	1,683,603

Expenses	Amount
Salaries and wages	\$1,857,008
Fringe benefits	N/A
Materials/services expenses	\$368,371
Operations and maintenance expenses	\$83,350
Total expenses	\$2,308,729

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
<b>Screen: Collections/Circulation/Interlibrary Loan Services and Staff</b>				
Screen Entry	The number entered (1,683,603) is outside the expected range of between 247,779 and 460,161 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Because the libraries were closed for seven months, and one branch a full year, the only available resources were online materials. Students and faculty took advantage of our online resources.			
Screen Entry	The number entered (0) is outside the expected range of between 328 and 608 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the COVID-19 pandemic, no interlibrary loan services were offered during this time. The libraries were closed and a number of the library staff were furloughed.			
Screen Entry	The number entered (0) is outside the expected range of between 399 and 739 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the COVID-19 pandemic, no interlibrary loan services were offered during this time. The libraries were closed and a number of the library staff were furloughed.			
Screen Entry	The Student Assistants(27.00) is outside the expected range compared to Student Assistants reported in the prior year(88.00). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	Because the libraries were closed for seven months, and one branch for 16 months due to the COVID-19 pandemic, the student work force was greatly reduced.			
Screen Entry	The number entered (763) is outside the expected range of between 17,631 and 32,741 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to the COVID-19 pandemic, the libraries were all closed for seven months, and one was closed for a full year. No circulation was available for the physical collection during this time.			
Screen Entry	You indicated that your institution has Interlibrary Loan Services but entered 0s for Total interlibrary loans and documents provided to other libraries and Total interlibrary loans and documents received. Please correct your data or explain. (Error #15037)	Explanation	Yes	
Reason	Normally Interlibrary Loan Services are offered year round, but due to the libraries being closed because of the COVID-19 pandemic, we were unable to offer these services. The librarian who handles the requests was furloughed for the year as well.			
<b>Screen: Expenses</b>				
Screen Entry	The number entered (1,857,008) is outside the expected range of between 1,987,156 and 2,980,734 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Due to COVID -19 the libraries were closed for several months. A total of 13 staff members were furloughed at various times throughout the year and much fewer student workers were employed.			
Screen Entry	The calculated value (2,308,729) is outside the expected range of between 2,371,908 and 3,557,860 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	Due to COVID -19 the libraries were closed for several months. Many of the staff were furloughed at various times and much fewer student workers were employed. Also, fewer print materials were purchased during this year since the libraries were closed and print items were not circulating.			