

## Academic Libraries 2017-18

Institution: Berklee College of Music (164748)

User ID: P1647483

### 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 a few changes to the 2017-18 Academic Libraries component from the 2016-17 collection. Visit the [Academic Libraries Resource](#) page for a list of the changes and additional reporting resources.

#### Data Reporting Reminders

Report all data for fiscal year (FY) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, 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 2017. 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

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Were your annual total library expenses for Fiscal Year 2017:

<input type="radio"/>	Less than \$100,000	<input checked="" type="radio"/>	Greater than or equal to \$100,000
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Is the library collection entirely electronic?

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes
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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 2017.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	34,254	35,585	140,000	140,000	
Databases			156	139	
Media	74,061	73,574	426,288	202,863	
Serials	121	203	109	120	
Total	108,436	109,362	566,553	343,122	674,989

Library Circulation

37,916	49,985	210,684	207,540	248,600
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Does your instituon have Interlibrary Loan Services ?

No

Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	512	628
Total interlibrary loans and documents received	821	1,096

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, 2017.

Prior Year Amount

Indicate the number of branch and independent libraries (exclude the main or central library).

3

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Expenses

Amount

Total salaries and wages for the library staff

2,200,000

1,164,268

Are staff fringe benefits paid out of the library budget?

No

Yes

Total Fringe benefits

0

Materials/services expenses

One-time purchases of books, serial backfiles, and other materials

80,536

Ongoing commitments to subscriptions

172,168

All other materials/service cost

45,680

Total materials/services expenses

298,384

308,952

Operations and maintenance expenses

Preservation services

6,100

All other operations and maintenance expenses

90,261

Total operations and maintenance expenses

96,361

96,472

Total Expenses

2,594,745

1,569,692

Total Expenses (minus Fringe Benefits)

2,594,745

1,569,692

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:	<input type="text" value="Jennifer Hunt"/>				
Email:	<input type="text" value="jhunt3@berklee.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="4.00"/>	Number of Staff (including yourself)
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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="2.00"/>	hours	<input type="text" value="0.30"/>	hours	<input type="text" value="0.30"/>	hours	<input type="text" value="0.20"/>	hours
Other offices	<input type="text" value="2.00"/>	hours	<input type="text" value="0.00"/>	hours	<input type="text" value="0.00"/>	hours	<input type="text" value="0.30"/>	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 2017.

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	34,254	140,000
Databases		156
Media	74,061	426,288
Serials	121	109
Total Collection	108,436	566,553
Total Circulation	37,916	210,684

Expenses	Amount
Salaries and wages	\$2,200,000
Fringe benefits	N/A
Materials/services expenses	\$298,384
Operations and maintenance expenses	\$96,361
Total expenses	\$2,594,745

Academic Libraries

Berklee College of Music (164748)

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (426,288) is outside the expected range of between 142,005 and 263,721 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The higher figure is due to more audio and video content being provided in related databases.			
Screen Entry	The calculated value (566,553) is outside the expected range of between 240,186 and 446,058 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	The additional media content created a significantly higher figure.			
Screen Entry	The number entered (121) is outside the expected range of between 143 and 263 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The print collection has been substantially weeded due to the increased number of available online subscriptions.			
Screen: Expenses				
Screen Entry	The calculated value is outside the expected range compared to the prior year value. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #15022)	Fatal	Yes	
Reason:	Overridden by administrator. This institution is now including FWS and IT staff members, previously excluded. LCT			
Screen Entry	The number entered (2,200,000) is outside the expected range of between 931,415 and 1,397,121 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	The higher figure here is due to not including all of the Library and Learning Resources staff in the previous survey. This includes about 10 different positions that were not added in the previous year. The student worker budget was also not included in the previous year's survey, which represented here, accounts for \$500,000 of the \$2,200,000.			