

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 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

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Were your annual total library expenses for Fiscal Year 2018:

<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 2018.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	44,060	34,254	140,012	140,000	
Databases			160	156	
Media	74,308	74,061	426,756	426,288	
Serials	123	121	112	109	
Total	118,491	108,436	567,040	566,553	685,531
Library Circulation	41,098	37,916	212,457	210,684	253,555

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	485	512
Total interlibrary loans and documents received	862	821

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
<div><div>?</div>Indicate the number of <u>branch and independent libraries</u> (exclude the main or central library).</div>	3	3
<div><div>?</div>Expenses</div>	Amount	
Total salaries and wages for the library staff	2,204,600	2,200,000
Are staff fringe benefits paid out of the library budget?		
<div><div><input checked="" type="radio"/> No</div></div>		
<div><div><input type="radio"/> Yes</div></div>	Total Fringe benefits	0
Materials/services expenses		
One-time purchases of <u>books</u> , <u>serial back-files</u> , and other materials	80,000	
Ongoing commitments to subscriptions	177,457	
All other materials/services costs	47,620	
Total materials/services expenses	305,077	298,384
Operations and maintenance expenses		
Preservation services	7,000	
All other operations and maintenance expenses	90,647	
Total operations and maintenance expenses	97,647	96,361
Total Expenses	2,607,324	2,594,745
Total Expenses (minus Fringe Benefits)	2,607,324	2,594,745
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 <u>College Navigator Website</u> .		
<div></div>		

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: Jennifer Hunt		
Email: jhunt3@berklee.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)
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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	4.00 hours	1.00 hours	1.00 hours	hours
Other offices	2.00 hours	2.00 hours	0.00 hours	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 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](mailto:ipedshelp@rti.org).

Library Collections/Circulation	Physical Collection	Digital/Electronic Collection
Books	44,060	140,012
Databases		160
Media	74,308	426,756
Serials	123	112
Total Collection	118,491	567,040
Total Circulation	41,098	212,457

Expenses	Amount
Salaries and wages	\$2,204,600
Fringe benefits	N/A
Materials/services expenses	\$305,077
Operations and maintenance expenses	\$97,647
Total expenses	\$2,607,324

**Academic Libraries**

Berklee College of Music (164748)

**There are no errors for the selected survey and institution.**