

Institution: Covenant College (139393)

User ID: P1393931

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	84,146	84,370	187	172	
Databases			354	354	
Media	5,164	5,139	0	0	
Serials	125	130	10	10	
Total	89,435	89,639	551	536	89,986
Library Circulation	14,269	13,155	26,488	21,307	40,757

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	348	580
Total interlibrary loans and documents received	909	757

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.

	Amount	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	262,764	233,360
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 books, serial back-files, and other materials	78,157	
Ongoing commitments to subscriptions	45,636	
All other materials/services costs	0	
Total materials/services expenses	123,793	166,270
Operations and maintenance expenses		
Preservation services	0	
All other operations and maintenance expenses	221,480	
Total operations and maintenance expenses	221,480	244,690
Total Expenses	608,037	644,320
Total Expenses (minus Fringe Benefits)	608,037	644,320

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: John Holberg		
Email: john.holberg@covenant.edu		

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

6.00	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	1.00hours	hours	2.00hours	hours
Other offices	1.00hours	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 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	84,146	187
Databases		354
Media	5,164	0
Serials	125	10
Total Collection	89,435	551
Total Circulation	14,269	26,488

Expenses	Amount
Salaries and wages	\$262,764
Fringe benefits	N/A
Materials/services expenses	\$123,793
Operations and maintenance expenses	\$221,480
Total expenses	\$608,037

Academic Libraries

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Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation and Interlibrary Loan Services				
Screen Entry	The number entered (348) is outside the expected range of between 406 and 754 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason:	Interlibrary loan lending position not replaced.			
Screen: Expenses				
Screen Entry	The calculated value (123,793) is outside the expected range of between 124,703 and 207,837 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason:	reduction in budget			