

**NOTE** - This form is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

Public reporting burden for this collection of information is estimated to average 1.25 hours per response but may range from 30 minutes to 25 hours depending on whether the information is readily accessible to machine readable files. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651, and to the Office of Management and Budget, Paperwork Reduction Project 1850-0582, Washington, DC 20503.

**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**



139463-12

**ACADEMIC LIBRARIES SURVEY  
1992**

DALTON COLLEGE  
213 NORTH COLLEGE DR  
DALTON, GA 30720

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.*

*Please correct any errors in the name, address, and ZIP Code.*

*If there are any questions about this form, contact Jeff Williams, NCES, at (202) 219-1362 or the Bureau of the Census IPEDS representative at (301) 763-4947.*

**RETURN TO**

U.S. DEPARTMENT OF EDUCATION  
NCES/IPEDS PROCESSING CENTER  
JEFFERSONVILLE, IN 47131-9959

**Date due: November 15, 1992**

1. Name of respondent Marilyn S. Lary	2. Title of respondent Library Director	3. Telephone (Area code, number, ext.) (706) 272-4527
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**Does your institution have its own library as defined in Part A of the instructions.**

Yes

No - If no, please return this blank survey to the address shown above.

**PURPOSE OF THE SURVEY**

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. This survey is being conducted in compliance with Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States ..." (20 U.S.C. 1221e-1, General Education Provisions Act, Sec. 405(b), as amended).

**USES OF DATA**

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

**Part A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1992**

Line No.	Item	Number
01	Branch and independent libraries <i>(Exclude main or central library)</i>	0

**Part B - LIBRARY STAFF, FALL 1992**  
*(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)*

*NOTE: Report data to two decimals*

Line No.	Staff	Number of FTE*
02	Librarians and other professional staff	3
03	All other paid staff (except student assistants)	4.40
04	Contributed services staff	0
05	Student assistants from all funding sources	2.16*
06	Total FTE staff <i>(Sum of lines 2 thru 5)*</i>	9.56

\*FTE = Full-time equivalent

\*includes student assistants which help hardware support technician for the campus.

**Part C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1992**  
*Note: Do not report the same expenditures more than once*

Line No.	Category	Amount (Whole dollars only)
07	Salaries and Wages (exclude fringe benefits) Librarians and other professional staff	\$ 89,592.00
08	All other paid staff (except student assistants.)	73,692.00
09	Student assistants	18,189.00
	<b>Collections</b>	
10	Books, serial backfiles, and other print materials (exclude current serials and all microforms)	30,018.00
11	Current serials (exclude microforms, audiovisual materials and machine-readable materials)	22,665.00
12	Microforms (include current serials)	10,981.00
13	Audiovisual materials (include current serials)	6,592.00
14	Machine-readable materials (include current serials)	6,006.00
15	Other	-0-
16	Preservation	35.00
17	Furniture and equipment (include computer equipment)	10,914.00
18	All other operating expenditures	84,590.00
19	<b>Total Operating Expenditures (Sum of lines 7-18)</b>	\$ 353,274.00

**Part D - LIBRARY COLLECTIONS, FISCAL YEAR 1992**

Line No.	Category	Total number added during fiscal year (1)	Total number held at end of fiscal year (2)
20	Books, serial backfiles and government documents that are cataloged (include bound periodicals and newspapers and exclude microforms) VOLUMES	1,522	132,579
21	TITLES	1,463	125,499
22	Government documents (include government documents that are not reported elsewhere) UNITS	1,248	51,140
23	TITLES	896	38,623
24	Current serials (include periodicals, newspapers and government documents) TOTAL NUMBER OF PAID AND UNPAID SUBSCRIPTIONS	37	742
25	TITLES (number of unique titles)	37	742
26	Microforms UNITS	6,832	210,973
27	TITLES	522	9,648
28	Manuscripts and archives LINEAR FEET	0	205
29	Cartographic materials UNITS	75	679
30	Graphic materials UNITS	1,175	81,591
31	Audio materials UNITS	31	3,968
32	TITLES	31	3,934
33	Film and video materials UNITS	64	1,400
34	TITLES	60	1,396
35	Machine-readable materials UNITS	16	34
36	TITLES	6	24
37	Other library materials UNITS	12	1,007

**Part E - LIBRARY SERVICES, FISCAL YEAR 1992**

Line No.	Category	Number
	Circulation transactions	
38	General collection	25,759
39	Reserve collection	706
	Interlibrary loans	
40	Provided to other libraries	26
41	Received from other libraries	3
	Information service to groups	
42	Number of presentations	26
43	Number of persons served in presentations	489

**Part F - LIBRARY SERVICES, TYPICAL WEEK, FALL 1992**

Line No.	Category	Number
44	Public service hours	68
45	Gate count	2,843
46	Reference transactions	42