

FORM IPEDS-L  
(7-1-98)

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

**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

**ACADEMIC LIBRARIES SURVEY  
1998**

**NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).



139463-12

DALTON COLLEGE  
213 N COLLEGE DR  
DALTON, GA 30720

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

*Please read the accompanying instructions before beginning this survey. Report data for the institution in the address label. If data for any other institutions or branch campuses are included in this survey because they CANNOT be reported separately, please provide the names of these institutions as instructed below.*

*If there are any questions about this form, contact a Bureau of the Census IPEDS representative at 1-451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.*

**RETURN TO**

JOSEPH J SZUTZ  
OFFICE OF PLANNING AND POLICY ANALYSIS  
BOARD OF REGENTS OF UNIVERSITY SYSTEM OF GEORGIA  
270 WASHINGTON ST SW  
ATLANTA, GA 30334  
404-656-2213 FAX = 404-657-4130

**Date due: November 15, 1998**

1. Name of respondent Harriett E. Mayo	2. Title of respondent Library Director	3. Telephone Area code, number, extension 706-272-4527
4. E-Mail address hmayo@carpet.dalton.peachnet.edu	FAX number (include area code) 706-272-4511	

**Please answer the following questions to determine if you need to complete this survey:**

a. Do you have an organized collection of printed or other materials or a combination thereof?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. Do you have a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. Do you have an established schedule in which services of the staff are available to clientele?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. Does the library have the physical facilities necessary to support such a collection, staff, and schedule?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No

If you answered "Yes" to all of the questions above, please go to question e.  
If you have answered "No" to any of the questions, do you provide financial support to another library? If "Yes", complete Part III on page 4. If "No", please return this survey to the address above.

e. Do you report data for yourself and for another library?	1 <input type="checkbox"/> Yes → Go to page 4, Part I and complete the entire survey, and return it to the address above.
	2 <input checked="" type="checkbox"/> No → Go to question f below.
f. Are your library data reported by another library?	1 <input type="checkbox"/> Yes → Go to page 4, complete Part II, and return the survey to the address above.
	2 <input checked="" type="checkbox"/> No → Go to Part A, line 01 and complete this survey.

## Changes from the 1996 form for 1998 ACADEMIC LIBRARIES SURVEY

### ▶ **Cover sheet – Library definition**

The definition of the library has been reformatted as a checklist. Also, the possibilities of reporting data FOR another library or having data reported BY another library have been clarified in connections with related changes on page 4.

### ▶ **Part B – Library Staff**

In addition to reporting a total full-time equivalent (FTE) for librarians and other professionals, respondents are asked to report separate counts for librarians and for other professionals on the library staff.

### ▶ **Part C – Library Expenditures**

- The title of this part has been changed to reflect the fact that in many academic libraries the term "operating expenditures" does not cover expenditures for staff or for information resources. Expenditures for "operating" (lines 20–23) are grouped under that subheading.
- Expenditures for "books, serial backfiles, and other materials" are reported in two categories: paper and microform and electronic.
- All expenditures for current serials are now reported on two lines: paper and microform and electronic.
- Expenditures for search services and current serials are reported together.

### ▶ **Part D – Library Collections**

This section has been reduced from 18 lines to 7 lines. Deleted items include manuscripts and archives (linear feet), computer files, and other library materials. Cartographic materials, graphic materials, sound recordings, and film and video materials are now combined under Audiovisual materials. The simplification involves two kinds of changes. Counts are now requested for selected types of material only, rather than for all. Also, for each type, respondents are asked to provide a physical count or a bibliographical count but not both.

### ▶ **Part E – Library services**

No content changes.

### ▶ **Part F – Library Services, typical week**

No content changes.

### ▶ **Part G – Electronic Services**

Video/desktop conferencing, satellite broadcasting, scanning equipment and services for distance education students questions were added to this part.

### 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. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

### 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 for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5652**

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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.

**DO NOT RETURN INSTRUCTIONS**

**NOTICE OF COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH CAMPUS**

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**I. The institution named on page 1 of this survey is including Academic Libraries survey data for other institutions/branch campuses with separate UNITIDs<sup>1</sup>.**  
*Please indicate below, the UNITID, name, and address of the institutions branch campuses for which data are included then complete the survey.*

UNITID	Institution name	Address	City	State	ZIP Code

**II. The Academic Libraries survey data for this institution are reported by another institution.**

*Please list the UNITID, name, and address of the reporting institution and return this survey to address indicated on page 1.*

UNITID	Institution name	Address	City	State	ZIP Code

**III. This institution contributes financial support to a joint library with the following Postsecondary institution or public library.**

*Please list the UNITID, name, and address of the reporting institutions and return this survey to address indicated on page 1.*

UNITID	Institution name	Address	City	State	ZIP Code

<sup>1</sup>UNITID code is a unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

**Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1998**

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Line No.	Item	Number
01	Branch and independent libraries — Exclude main or central library	0

**Part B — LIBRARY STAFF, FALL 1998**  
 (Exclude maintenance and custodial staff.)

*NOTE: Report data to two decimals.*

Line No.	Staff	Number of full-time equivalents (FTEs)
<b>Librarians and other professional staff:</b>		
02	Librarians	4.0
03	Other professional staff	0.0
04	<b>Total librarians and other professional staff (Sum lines 02 and 03)</b>	4.0
05	All other paid staff (except student assistants)	5.5
06	Contributed services staff	0.0
07	Students assistants from all funding sources	2.85
08	<b>Total full-time equivalent (FTE) staff (Sum lines 04 through 07)</b>	12.35

**Part C — LIBRARY EXPENDITURES, FISCAL YEAR 1998**

L

**NOTE:** Do not report the same expenditures more than once.

Line No.	Category	Amount (Whole dollars only)
<b>Salaries and wages:</b>		
09	Librarians and other professional staff	\$ 152,739.00
10	All other paid staff (except student assistants)	\$ 92,054.00
11	Student assistants	\$ 21,912.00
<b>Information resources:</b>		
Books, serial backfiles, and other materials:		
12	Paper and microform	\$ 139,588.00
13	Electronic	\$ 3,482.00
Current serial subscriptions and search services:		
14	Paper and microform	\$ 54,303.00
5	Electronic	\$ 8,665.00
16	Audiovisual materials	\$ 35,105.00
17	Document delivery/interlibrary loan	\$ 52.00
18	Preservation	\$ 4,576.00
19	Other materials	\$ 0.00
<b>Operating expenditures:</b>		
20	Furniture and equipment (exclude computer equipment)	\$ 6,057.00
21	Computer hardware and software (include maintenance)	\$ 25,691.00
22	Bibliographic utilities, networks, and consortia	\$ 9,937.00
23	All other operating expenditures	\$ 19,125.00
24	<b>TOTAL EXPENDITURES</b> (Sum lines 09 through 23)	\$ 573,286.00
25	Employee fringe benefits (if paid from the library budget)	\$ 60,277.00

**Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1998**

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Line No.	Category	Added during the fiscal year (1)	Held at end of fiscal year (2)
<b>Books, serial backfiles, and other materials (include government documents):</b>			
26	Paper Volumes	5,504	103,725
27	Paper Titles	5,253	101,810
28	Microform Units	9,510	179,489
29	Electronic Titles	43	385
<b>Current serial subscriptions:</b>			
30	Number of paper and microform subscriptions	0	626
31	Number of electronic subscriptions	29	84
32	<b>Audiovisual materials - Units</b>	514	6,064

**Part E — LIBRARY SERVICES, FISCAL YEAR 1998**

Line No.	Category	Number
<b>Document delivery/interlibrary loans provided to other libraries:</b>		
33	Returnable	444
34	Non-returnable	133
35	<b>Total provided (Sum lines 33 and 34)</b>	577
<b>Document delivery/interlibrary loans received from other libraries or commercial services:</b>		
36	Returnable	220
37	Non-returnable	265
38	<b>Total received (Sum lines 36 and 37)</b>	485
<b>Circulation transactions:</b>		
39	General collection	14,229
40	Reserve collection	5,592
<b>Information services to groups:</b>		
41	Number of presentations	69
42	Total attendance at all presentations	1,406

**Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1998**

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No.	Category	Number in a typical week
43	Hours open in a typical week	70.5
44	Gate count in a typical week	2,262
45	Reference transactions in a typical week	302

**Part G — ELECTRONIC SERVICES**

This section requests information about the availability of electronic services in the library and elsewhere on campus, and off campus access by your primary clientele, and other users.

Please respond to each item by marking an (X) in the appropriate column.

Line No.	Category	Mark (X) appropriate column							
		Access from				Access off campus by			
		Within library (1)		Elsewhere on campus (2)		Primary clientele (3)		Others (4)	
		Yes	No	Yes	No	Yes	No	Yes	No
	<b>Does the library or parent institution make available the following services?</b>								
46	An electronic catalog that includes the library's holdings	X		X		X		X	
47	Electronic indexes and reference tools	X		X		X		X	
48	Electronic full-text periodicals	X		X		X		X	
49	Electronic full-text course reserves		X		X		X		X
50	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff		X		X		X		X
51	Internet access	X		X		X		X	
52	Library reference service by e-mail		X		X		X		X
53	Capacity to place interlibrary loan/document delivery requests electronically	X			X		X		X
54	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	X		X			X		X
55	Instruction by library staff on use of internet resources	X			X		X		X
	Electronic document delivery by the library to patron's account/address		X		X		X		X
57	Video/desktop conferencing by or for the library		X		X		X		X
58	Satellite broadcasting by or for the library		X		X		X		X



**Part G — ELECTRONIC SERVICES – Continued**

L No.	Category	Access from within library	
		Yes	No
	<b>Does your library provide the following services?</b>		
59	Computers not dedicated to library functions for patron use inside the library	X	
60	Computer software for patron use in the library (e.g., word processing, spreadsheet, custom applications, etc.)	X	
61	Scanning equipment for patron use in the library		X
62	Services to your institution's distance education students		X
	(If your institution does not have distance education students, please check here) → <input type="checkbox"/>		

**REMARKS SECTION** — Please enter any remarks you may have in this section. By entering any explanations here, you may eliminate the need for telephone contact at a later date. ↴