

IPEDS Survey

Obtaining the Library Collections Digital/Electronic Title Count from EBSCO's Holdings Manager

The Integrated Postsecondary Education Data System (IPEDS) annual survey requires a count for the “Digital/Electronic” Books, Media and Serials in your library’s, as show in Figure 1. If your library is among one of the thousands that use EBSCO’s Holdings Manager to track your online holdings, you can obtain that number in a matter of a couple minutes using the holdings download feature.

Section I: For all degree-granting institutions with library expenses >0					
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 2016.					
Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
<u>Books</u>	<input type="text"/>		<input type="text"/>		
<u>Databases</u>			<input type="text"/>		
<u>Media</u>	<input type="text"/>		<input type="text"/>		
<u>Serials</u>	<input type="text"/>		<input type="text"/>		
Total					
Library Circulation	<input type="text"/>		<input type="text"/>		

Figure 1: IPEDS Survey

One of the features of the Holdings Manager *Download* is the “Title List Summary” option which gives the statistics for the downloaded file – including Unique Titles and a count of packages (databases) that file represents. By running a series of downloads and checking the statistics, it is easy to obtain the numbers needed for the survey. Following is a step-wise guide to obtaining the count for your “Digital/Electronic” library collection.

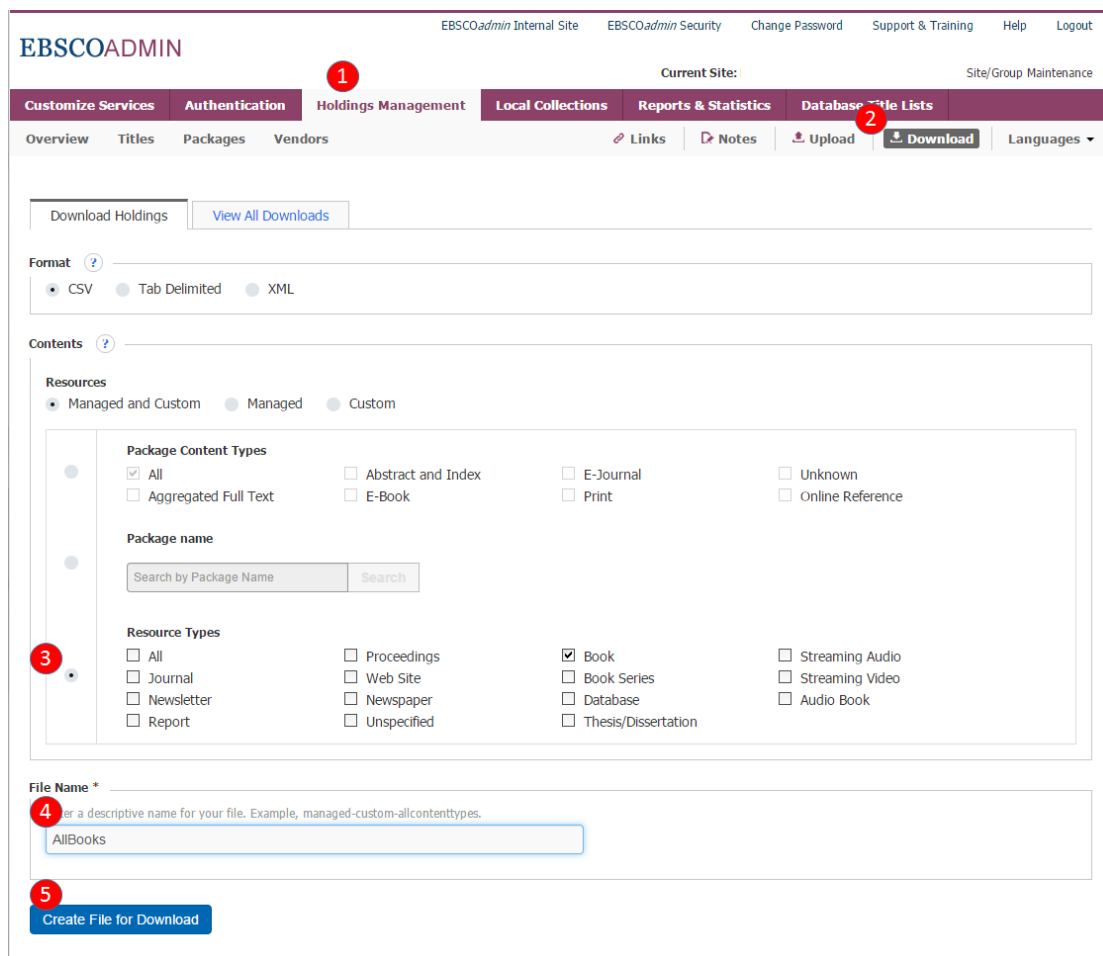
Digital/Electronic Books:

1. Log in to EBSCOadmin and select “Holdings Manager”.
2. Click the “Download” button.
3. Choose to limit the download by “Resource Type” then select Books, as shown in figure 2.
4. Enter a meaningful name such as “AllBooks”.
5. Click “Create File for Download”.

EBSCO Information Services

July 2016

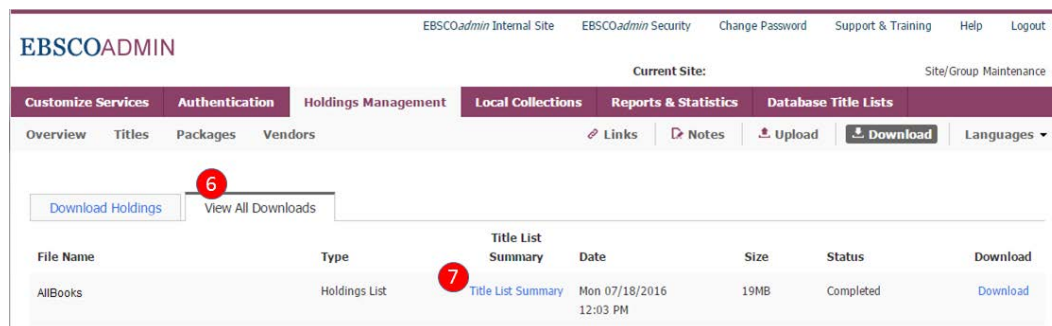
http://support.ebsco.com/ehost/ipeds_survey.pdf



The screenshot shows the EBSCOADMIN interface. At the top, there's a navigation bar with links like 'EBSCOADMIN Internal Site', 'EBSCOADMIN Security', 'Change Password', 'Support & Training', 'Help', and 'Logout'. Below this is a secondary navigation bar with tabs: 'Customize Services', 'Authentication', 'Holdings Management' (selected), 'Local Collections', 'Reports & Statistics', and 'Database Title Lists'. Under 'Holdings Management', there are sub-tabs: 'Overview', 'Titles', 'Packages', and 'Vendors'. A 'Download Holdings' button is highlighted with a red circle 1. To its right is a 'View All Downloads' button. Below these are sections for 'Format' (CSV, Tab Delimited, XML), 'Contents' (Resources: Managed and Custom, Managed, Custom), 'Package Content Types' (All, Abstract and Index, E-Journal, Unknown, Aggregated Full Text, E-Book, Print, Online Reference), 'Package name' (Search by Package Name, Search), and 'Resource Types' (All, Journal, Newsletter, Report, Proceedings, Web Site, Newspaper, Unspecified, Book, Book Series, Database, Thesis/Dissertation, Streaming Audio, Streaming Video, Audio Book). A 'File Name' field is present with a red circle 4 and a 'Create File for Download' button with a red circle 5.

Figure 2: EBSCOadmin Holdings Management Download Screen

6. Click “View All Downloads” to see the list of downloaded files.
7. Click “Title List Summary” as shown in figure 3.



The screenshot shows the EBSCOADMIN interface with the 'View All Downloads' button highlighted by a red circle 6. Below it is a table with columns: File Name, Type, Title List Summary, Date, Size, Status, and Download. The table contains one row with the file name 'AllBooks', type 'Holdings List', and a 'Title List Summary' link highlighted by a red circle 7. The date is 'Mon 07/18/2016 12:03 PM', size is '19MB', status is 'Completed', and there is a 'Download' link.

File Name	Type	Title List Summary	Date	Size	Status	Download
AllBooks	Holdings List	Title List Summary	Mon 07/18/2016 12:03 PM	19MB	Completed	Download

Figure 3: View Downloads Screen

8. Use the total number of “Unique Titles”, as shown in figure 4, for your survey.

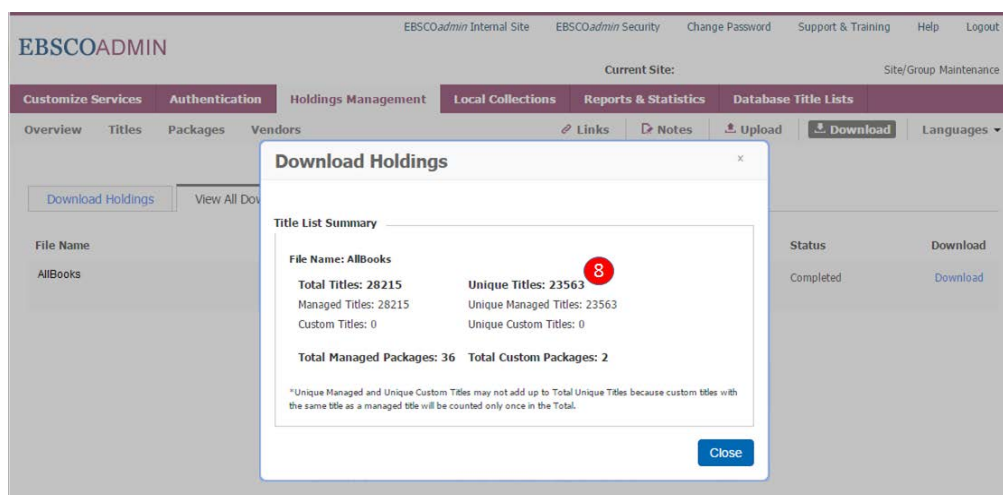


Figure 4: Title List Summary

Digital/Electronic Media:

Following the steps above you can get the count for unique “Media” titles by taking the following steps:

- Limit the download to Resource Types of “Audio Book”, “Streaming Audio” and “Streaming Video” as shown in Figure 5.

Resource Types			
<input type="checkbox"/> All	<input type="checkbox"/> Proceedings	<input type="checkbox"/> Book	<input checked="" type="checkbox"/> Streaming Audio
<input type="checkbox"/> Journal	<input type="checkbox"/> Web Site	<input type="checkbox"/> Book Series	<input checked="" type="checkbox"/> Streaming Video
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Database	<input checked="" type="checkbox"/> Audio Book
<input type="checkbox"/> Report	<input type="checkbox"/> Unspecified	<input type="checkbox"/> Thesis/Dissertation	

Figure 5: Resource Type limits for “Media” count

- Enter a filename like “AllMedia”
- Click “Create File for Download”.
- Click “View All Downloads” to see the list of downloaded files.
- Click “Title List Summary” for the download.
- Use the total number of “Unique Titles” for your survey.

Digital/Electronic Serials:

Following the steps above you can get the count for unique “Serials” titles as follows:

- Limit the download to Resource Types of “Book Series”, “Journal”, “Newsletter” and “Newspaper” as shown in Figure 6.

Resource Types			
<input type="checkbox"/> All	<input type="checkbox"/> Proceedings	<input type="checkbox"/> Book	<input type="checkbox"/> Streaming Audio
<input checked="" type="checkbox"/> Journal	<input type="checkbox"/> Web Site	<input checked="" type="checkbox"/> Book Series	<input type="checkbox"/> Streaming Video
<input checked="" type="checkbox"/> Newsletter	<input checked="" type="checkbox"/> Newspaper	<input type="checkbox"/> Database	<input type="checkbox"/> Audio Book
<input type="checkbox"/> Report	<input type="checkbox"/> Unspecified	<input type="checkbox"/> Thesis/Dissertation	

Figure 6: Resource Type limits for “Serials” count

- Enter a filename like “AllSerials”

EBSCO Information Services

July 2016

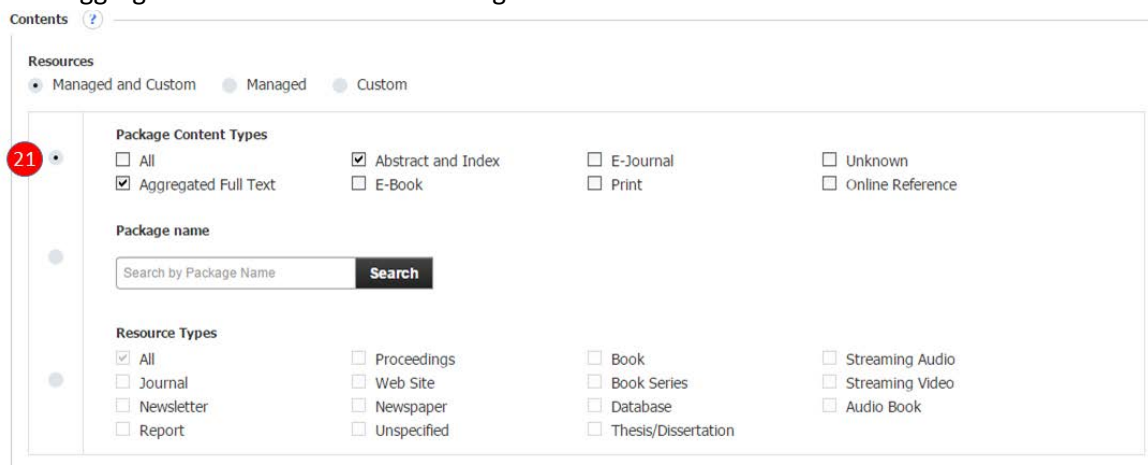
http://support.ebsco.com/ehost/ipeds_survey.pdf

17. Click “Create File for Download”.
18. Click “View All Downloads” to see the list of downloaded files.
19. Click “Title List Summary” for the download.
20. Use the total number of “Unique Titles” for your survey.

Digital/Electronic Databases:

Obtaining the count for databases can be obtained in a similar manner if all of your Abstract and Index and Aggregated Full Text databases have been included in Holdings Manager. The steps are almost identical as those used to obtain the unique title counts, except you will use a different limiter option for the download.

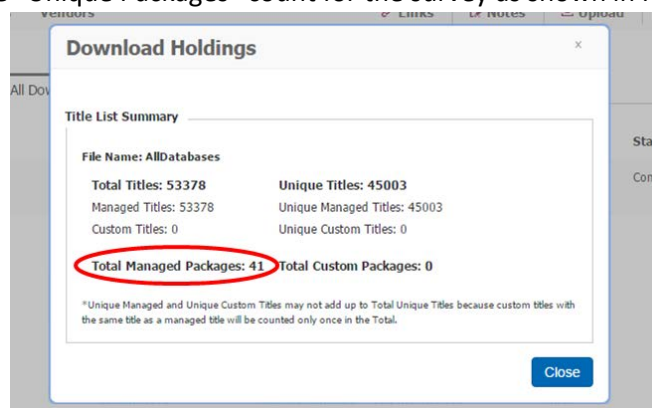
21. Limit the download by choosing the “Package Content Type” option and limiting to “Abstract and Index” and “Aggregated Full Text” as shown in Figure 7.



The screenshot shows the 'Contents' page with the 'Resources' tab selected. Under 'Package Content Types', the following options are checked: 'Abstract and Index' and 'Aggregated Full Text'. Under 'Resource Types', 'All' is checked. The 'Package name' search bar is empty.

Figure 7: Package Content Type limit for Database count

22. Enter a filename like “AllDatabases”
23. Click “Create File for Download”.
24. Click “View All Downloads” to see the list of downloaded files.
25. Click “Title List Summary” for the download file.
26. This time we will use the “Unique Packages” count for the survey as shown in Figure 8.



The screenshot shows the 'Download Holdings' dialog box with the 'Title List Summary' tab selected. The summary includes the following information:

File Name: AllDatabases	
Total Titles: 53378	Unique Titles: 45003
Managed Titles: 53378	Unique Managed Titles: 45003
Custom Titles: 0	Unique Custom Titles: 0
Total Managed Packages: 41	Total Custom Packages: 0

A red circle highlights the 'Total Managed Packages: 41' value.

Figure 8: Title List Summary Showing Database Count