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	
Books	☐		☐		
Databases			☐		
Media	☐		☐		
Serials	☐		☐		
Total					
Library Circulation	☐		☐		

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.
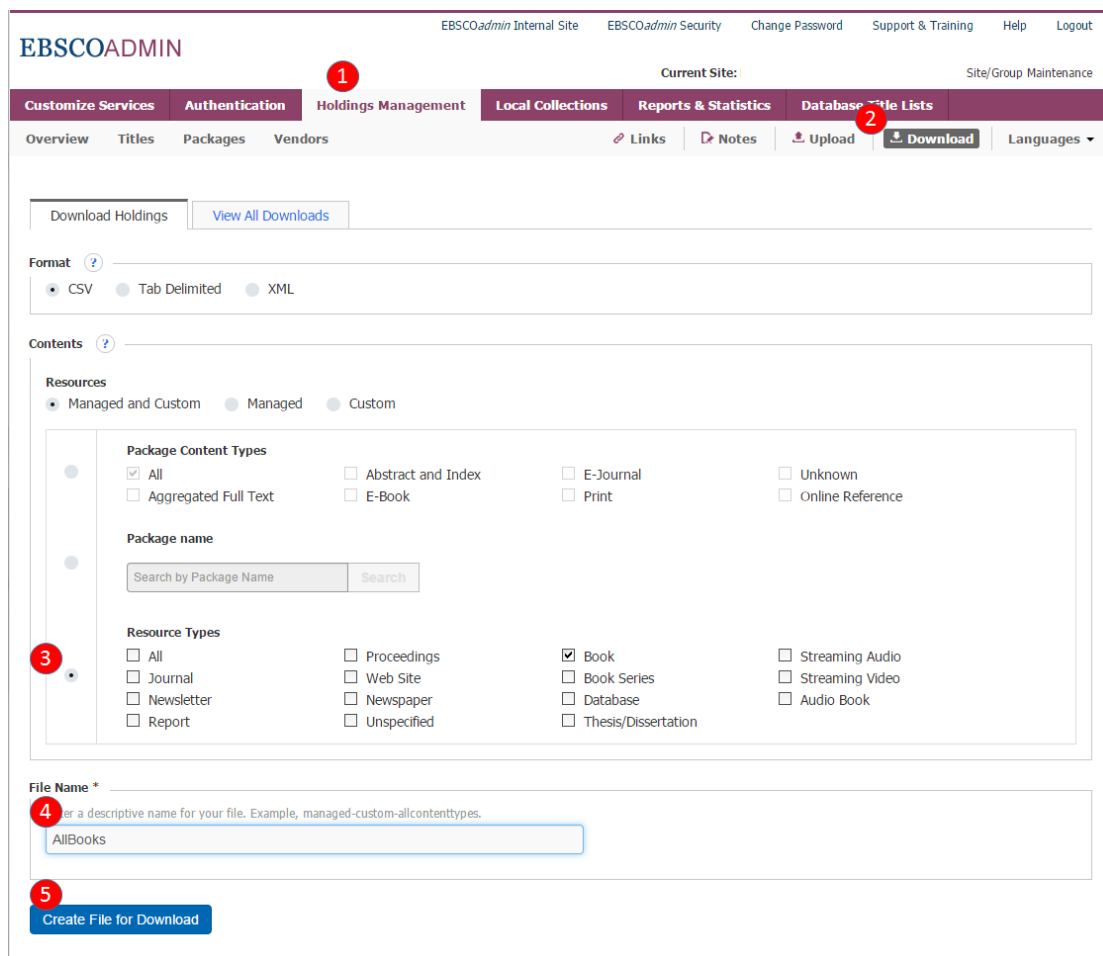
Digital/Electronic Books:

1. Log in to EBSCO*admin* 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".

Figure 2: EBSCO*admin* Holdings Management Download Screen
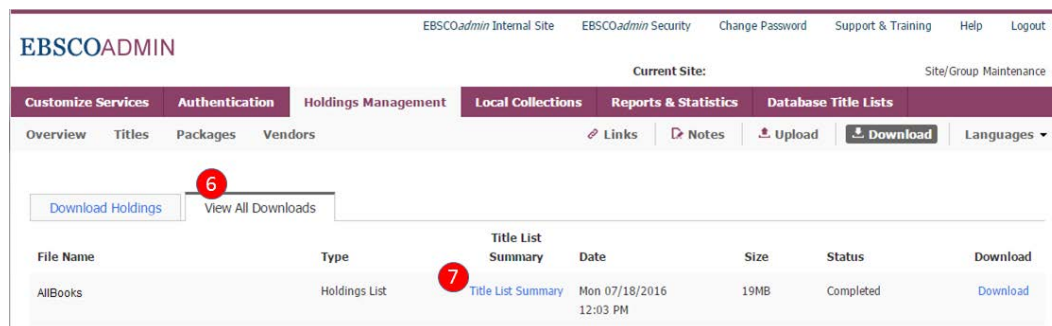
6. Click "View All Downloads" to see the list of downloaded files.
7. Click "Title List Summary" as shown in figure 3.

Figure 3: View Downloads Screen

8. Use the total number of "Unique Titles", as shown in figure 4, for your survey.
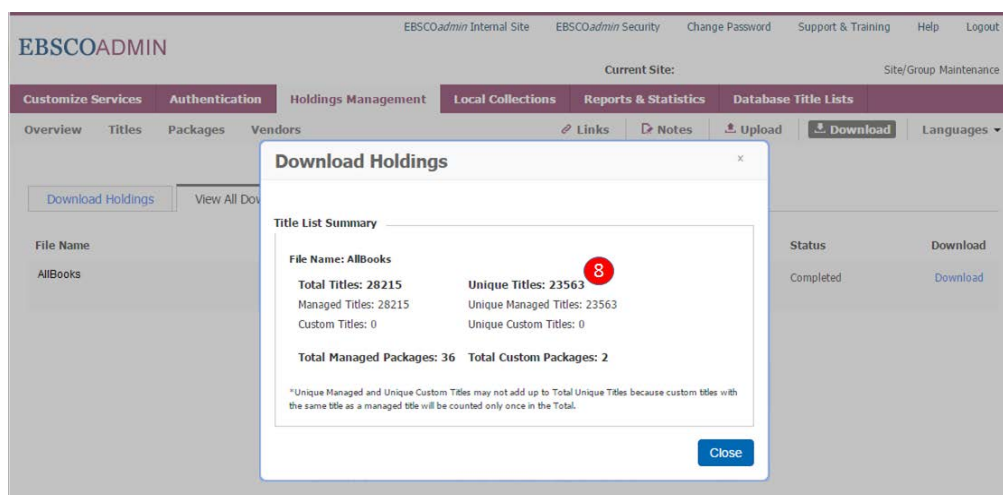
Figure 4: Title List Summary

Digital/Electronic Media:

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

9. Limit the download to Resource Types of "Audio Book", "Streaming Audio" and "Streaming Video" as shown in Figure 5.

Figure 5: Resource Type limits for "Media" count

10. Enter a filename like "AllMedia"
11. Click "Create File for Download".
12. Click "View All Downloads" to see the list of downloaded files.
13. Click "Title List Summary" for the download.
14. 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:

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

Figure 6: Resource Type limits for "Serials" count

16. Enter a filename like "AllSerials"
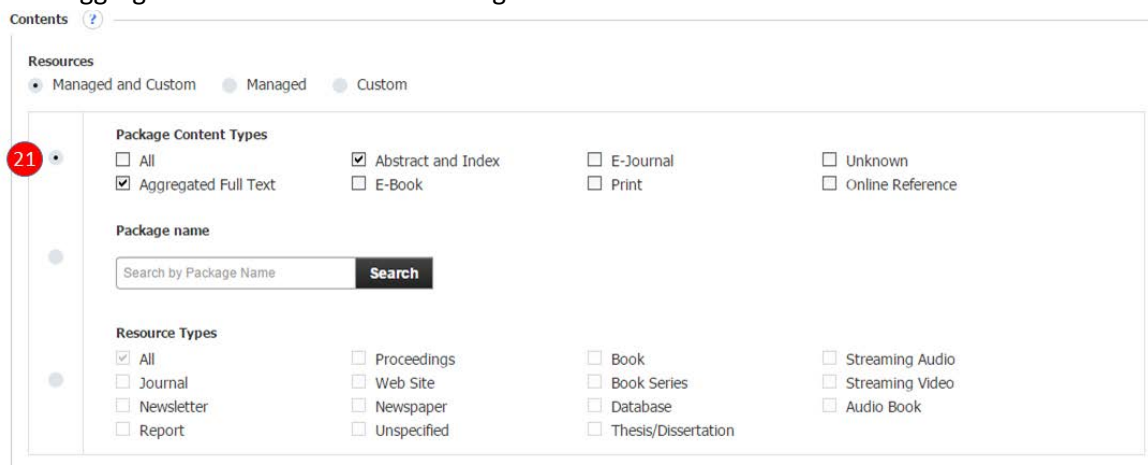
17. Click "Create File for Download".
18. Click "View All Downloads" to see the list of downloaded files.
19. Click "Title List Summary" for the download.
20. Use the total number of "Unique Titles" for your survey.

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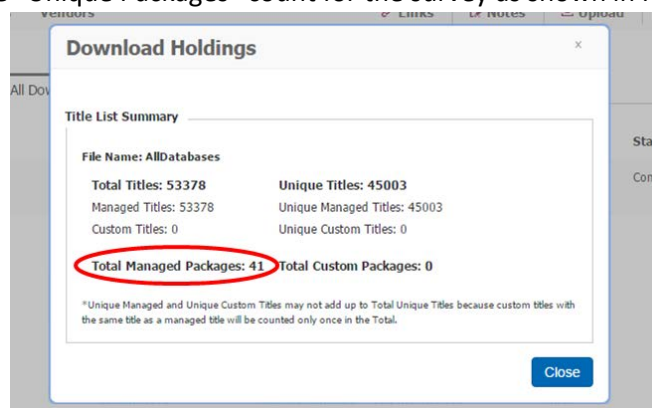
21. Limit the download by choosing the "Package Content Type" option and limiting to "Abstract and Index" and "Aggregated Full Text" as shown in Figure 7.

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.

Figure 8: Title List Summary Showing Database Count