

IPEDS Survey

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

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 Management 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.					
<u>Library Collections</u>	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	<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					
<u>Library Circulation</u>	<input type="text"/>		<input type="text"/>		

Figure 1: IPEDS Survey

One of the features of the Holdings Management *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 Management”.
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”.

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July 2016

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

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.

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.

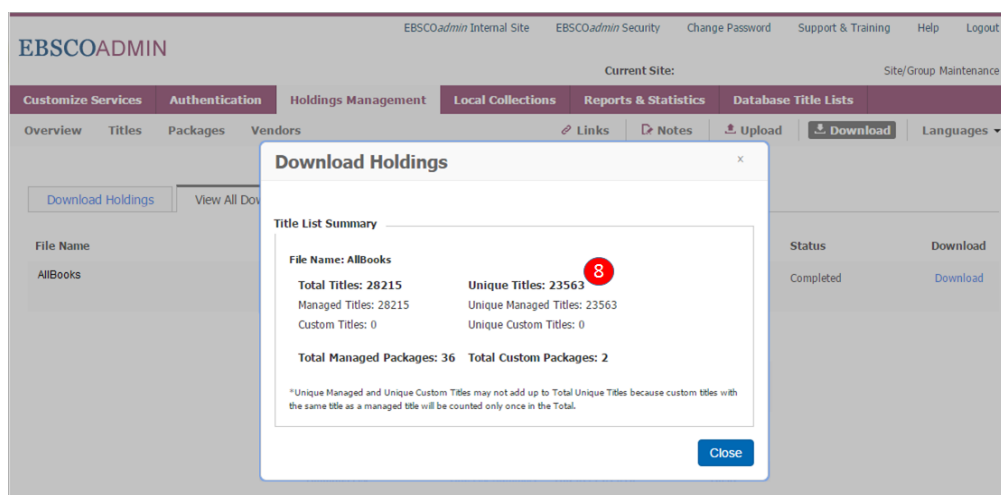


Figure 4: Title List Summary

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”

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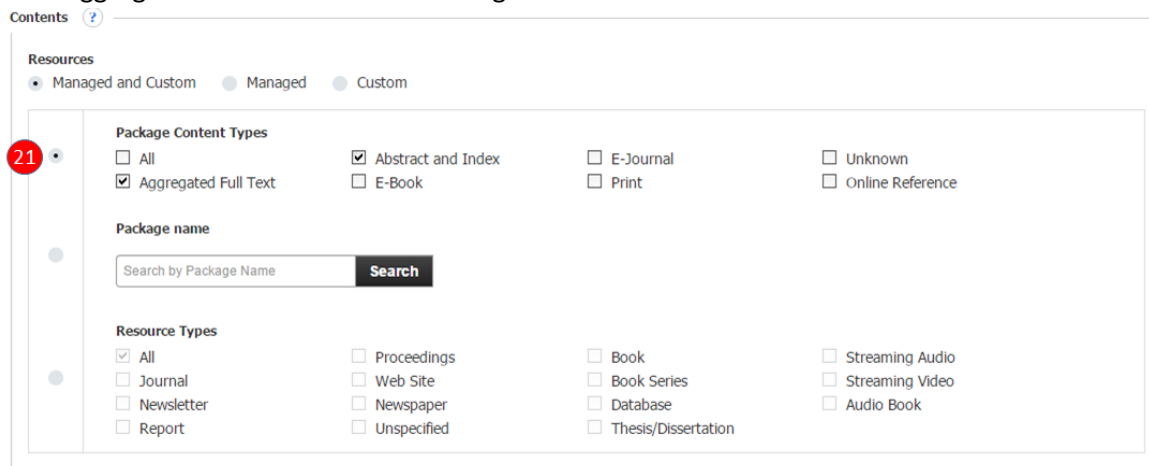
http://support.ebsco.com/ehost/ipeds_survey.pdf

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 Management. 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.

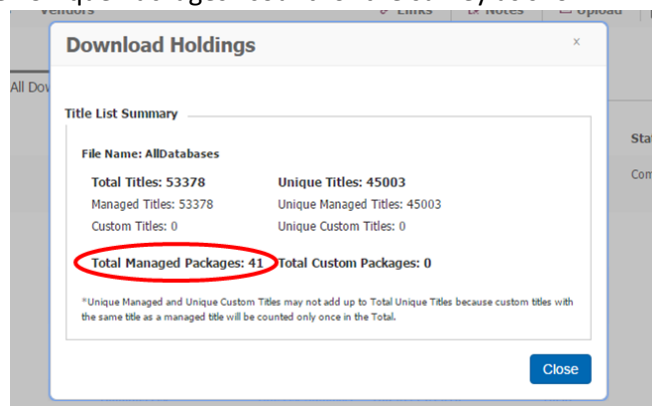
21. Limit the download by choosing the “Package Content Type” option and limiting to “Abstract and Index” and “Aggregated Full Text” as shown in Figure 7.



The screenshot shows the 'Contents' page with a sidebar on the left. A red circle with the number 21 is placed over the 'Abstract and Index' checkbox in the 'Package Content Types' section. The 'Package Content Types' section includes checkboxes for 'All', 'Aggregated Full Text', 'Abstract and Index', 'E-Book', 'E-Journal', 'Print', 'Unknown', and 'Online Reference'. The 'Package name' section has a search bar and a 'Search' button. The 'Resource Types' section includes checkboxes for 'All', 'Journal', 'Newsletter', 'Report', 'Proceedings', 'Web Site', 'Newspaper', 'Unspecified', 'Book', 'Book Series', 'Database', 'Thesis/Dissertation', 'Streaming Audio', 'Streaming Video', and 'Audio Book'.

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 a 'Download Holdings' dialog box with a 'Title List Summary' section. 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. Below the table, a note states: "Unique Managed and Unique Custom Titles may not add up to Total Unique Titles because custom titles with the same title as a managed title will be counted only once in the Total." A 'Close' button is located at the bottom right.

Figure 8: Title List Summary Showing Database Count