

Academic Libraries (AL) Reporting Serials Tutorial Script 2024-25 Data Collection

The purpose of this tutorial is to review the information related to library collections and circulation data that institutions must report on in the new collection year.

Beginning with the 2016-17 IPEDS Collection, institutions are now asked to report library collections and circulation data on serials in the Academic Libraries component. A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes, in any physical format, periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

An electronic/digital serial is a periodical publication issued in successive parts bearing numerical or chronological designations, is intended to be continued indefinitely, and is published in digital form to be displayed on a computer screen in any medium.

When reporting physical serials in collection, report the number of physical serial titles that are accessible through the library's catalog or discovery system. Institutions should report serial titles, not subscriptions and if possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog or discovery system. Institutions should not include earlier title changes when reporting serial collection data; however, if this is not feasible then do not worry about removing them from the data being reported.

When reporting electronic and digital serials in collection, report the number of e-serial titles that are accessible through the library's catalog or discovery system. If possible,

- report the count of only those de-duplicated or otherwise unique e-serial titles.
- include ceased electronic serial titles.
- do not count earlier title changes; however, do not worry about removing them if it is not possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals.

Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-serial titles from HathiTrust Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law.

When reporting physical circulations, physical serials should be included in this count. Additionally, when reporting digital/electronic circulation or usage, include digital/electronic serials in the count.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.