

JOB DESCRIPTION OF STATE DATA COORDINATOR¹

Once State Data Coordinators are appointed, or as State Data Coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Public Library Survey (PLS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on the PLS.

DUTIES AND RESPONSIBILITIES:

Strengthens the liaison and fosters the cooperation between the federal and state governments;

Designs form for collection of data from local libraries, including PLS data elements and definitions and data elements needed for Library Services and Technology Act (LSTA) evaluation, as well as additional data elements and definitions for collection of data used by the State Library;

Coordinates statistical needs with the LSTA coordinator at the state library agency;

Revises data collection tool, introducing new or revised data elements, as necessary;

Pretests/evaluates data collection tool to ensure that instructions and format work for the local libraries;

Educates and trains staff of local libraries in methods of submitting data;

Sends information about the data collection tool, definitions, and instructions to local libraries, allowing ample time for them to submit the requested data;

Answers questions about the data collection tool from local libraries;

Utilizes any appropriate and available methods to obtain high quality information from local libraries;

Collects data from all public libraries in state;

Reviews completed data submissions for obvious errors, making note of error trends;

Determines the software/vendor necessary to complete an accurate compilation of data submissions compatible with PLS software that also allow publishing of state statistics;

Edits the data;

¹ In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute of Museum and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Supervises downloading of data into the PLS application;

Ensures that Chief Officer has signed letter of submittal to the Institute of Museum and Library Services (IMLS);

Submits data to IMLS by the established deadline, including a letter of explanation of edit checks, if appropriate;

Communicates information about the PLS program and state statistics to staff at the state library agency as well as librarians throughout the state;

Participates in Annual SDC Conference;

Participates in PLS meetings (when scheduled) at the annual and midwinter conferences of the American Library Association;

Serves as a voting member of the IMLS Library Statistics Working Group when elected by the SDCs at the annual conferences;

As the State Data Coordinator, participates with other coordinators in an advisory group function;

As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

Promotes the use of national statistics generated by PLS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

Submits proposals for adding, changing or deleting data elements, using the procedures outlined in Policy and Procedures for Review of Data Elements;

Responds to questions about and interprets the national library data.

Approved by SDCs, December 4, 2008