

*Creating a Nation of Learners*



INSTITUTE of  
**Museum and Library**  
SERVICES



## SDC Job Description & Timeline

# Why?

... to collect accurate, reliable data to inform state and national policymakers.

# What?

- Collect
- Inspect
- Connect
- Reflect

# Collect

- Design survey
- Educate and inform local libraries
- Respond to questions from libraries

# Inspect

- Review data from libraries for errors
- Upload into WebPLUS
- Follow-up on any flagged items

# Connect

- Submit data through WebPLUS
- Include annotations for any flagged items
- Include State Librarian certification

# Reflect

- Consider ways to improve data collection
- Propose new / revised data elements
- Share successes / concerns with fellow SDCs

# WHEN?

(ALL)

- **DECEMBER**
  - Attend Annual Data Conference
- **MARCH-APRIL**
  - Review proposed Data Elements with Chief Officer to recommend acceptance or rejection
- **JUNE-SEPTEMBER**
  - IMLS will solicit additions, changes, and deletions to survey data elements



# WHEN?

(Group 1 Example)

- March 19, 2008: early submission date for Keppel Award
- April 16, 2008: final deadline for data submission
- April – June: Revise annual report form
- July: Make report form available to local libraries
- October: Receive all data from local libraries
- November – March: review data and submit through WebPLUS; follow-up; post report

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